

Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions while completing the application in e-snaps.
- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.
- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.
- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.
- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.
- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: CA-614 - San Luis Obispo County CoC

1A-2. Collaborative Applicant Name: County of San Luis Obispo

1A-3. CoC Designation: CA

1A-4. HMIS Lead: County of San Luis Obispo

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings.
Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board.
Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	Yes
Local Jail(s)	Yes	No	No
Hospital(s)	Yes	Yes	Yes
EMT/Crisis Response Team(s)	No	Yes	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No	Not Applicable
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	No	No
Street Outreach Team(s)	Yes	No	No
Youth advocates	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	No	No
Homeless or Formerly Homeless Persons	Yes	Yes	Yes

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

The CoC invites interested parties to join its board annually through an open invitation process. The board is comprised of stakeholders from different geographic regions for equitable representation from the county. All CoC meetings are open to the public. The CoC also solicits input through inclusion of non-Board members in CoC working committees/groups. Examples that exemplify consideration of knowledge of homeless issues: 1) Ad Hoc Youth Advisory Committee, chaired by the local Homeless Education Coordinator, consulted with formerly homeless youth and organizations that served survivors of human trafficking to assist in planning and conducting a needs assessment survey of homeless youth in the County; 2) the Public Housing Authority, local nonprofit housing developers, the CDBG/HOME/ESG Entitlement Jurisdiction, and mental health service organizations serve on the Housing Committee and worked together to increase the County's ConPlan allocation for very low income housing.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
San Luis Obispo County Department of Social Services	No	Yes	Yes
Family Care Network, Inc. (DSS Subcontractor)	No	No	No
San Luis Obispo County Office of Education	No	Yes	Yes

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area.

Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
Women's Shelter Program	Yes	Yes
RISE	No	No

1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)

The CoC's RFP process was publicly noticed in the local newspaper and local application materials were posted on the CoC's website for any interested organization to apply for CoC funding. The CoC also emailed the RFP to the the CoC's distribution list (including stakeholders and nonprofits). A public interest meeting was conducted as an open forum to discuss funding, HUD priorities, and application instructions. Several providers that had not previously received funding from the CoC Program competition attended and were given guidance and information by staff for applying for CoC-eligible activities, particularly for reallocation and permanent supportive housing bonus funds. The CoC grant review committee utilized HUD-focused rating and review criteria, project quality threshold, prioritization of vulnerable populations (such as chronically homeless), and proposed performance measures in determining whether to include a new project on the CoC Project Priority Listing.

1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation? Annually

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	No
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	1
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	1
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	1
How many of the Con Plan jurisdictions are also ESG recipients?	1
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1

1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

San Luis Obispo County Planning Department acts as the lead agency in preparing the Consolidated Plan. The CoC governing body consults and collaborates with County staff on a bi-monthly basis during the regular meetings of the CoC governing body, wherein County staff is in attendance to receive information about needs and recommendations from the CoC. In addition to the bi-monthly regular meetings that are 2 hours long, County staff participates in various CoC subcommittee planning meetings and workshops. County staff advertises and conducts public workshops to solicit public input for housing and community development needs before issuing a countywide request for proposals prior to preparing the draft Consolidated Plan, of which there is only 1 for the jurisdiction. Coordinating and meeting with Planning Dept. staff is a specific annual discussion item for the CoC Housing Committee. County also receives input through phone calls and email correspondence.

1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)

San Luis Obispo County Planning Dept. is the ESG recipient in the CoC. The CoC provides PIT data, HMIS data, and ESG subrecipient information for the development of performance standards. CoC members attend County-conducted workshops and hearings to provide input on community and housing needs. The CoC has a prevailing role in evaluating outcomes for ESG funded activities, i.e. determining how to allocate ESG funds for eligible activities, developing performance standards ESG-assisted activities, and developing funding policies and procedures for the operation and administration of HMIS for ESG funded projects. The CoC board reviews and recommends which ESG programs should be awarded funds. Additionally, CoC agencies participated in developing the policies and procedures as well as performance standards for activities funded by the ESG program. The countywide HMIS also evaluates ESG providers through quarterly reports of HUD's system performance measures.

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

Persons seeking assistance from CoC and ESG are screened for 'fleeing from

domestic violence' and referred to VSP. The 2 main VSP in the County are the Women's Shelter Program (WSP) and RISE, which are funded by the DOJ and local program CalOES, respectively. Between the 2 agencies, there are 38 shelter beds; in addition, WSP has 34 transitional housing beds. The addresses of these safe houses are kept confidential. The shelters maintain a separate but comparable HMIS database so that aggregate data is submitted but remains confidential. Clients are given care and resources through case management and peer counseling for obtaining housing, services, and economic self-sufficiency. Participants are also offered counseling for trauma and are connected with needed legal sources around divorce, custody, etc.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Housing Authority of the City of San Luis Obispo	63.00%	Yes-HCV

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

**1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness.
(limit 1000 characters)**

The County operates a Housing First program (50NOW) for the most vulnerable, chronically homeless persons. The Housing Authority set aside 50 Housing Choice Vouchers for 50NOW and the County provides County funds for move-in and supportive services. The Housing Authority will open a subsidized, affordable housing complex this year for low income veterans; 8 units will be reserved for homeless veterans. The Housing Authority also has set aside 50 additional vouchers for local homeless service agencies to use to serve prioritized homeless households. The County assisted a nonprofit in purchasing a 9 unit apartment building; 8 of those units are dedicated for homeless families, particularly for families involved in the child welfare system who are ready for reunification. The Department of Social Services also funds a subsidized

housing program for youth aging out of foster care who would otherwise have become homeless.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 1000 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
Community Action Team (CAT) is a community policing effort that assigns officers to liaison with the homeless population and assists homeless individuals by connecting them to services and other services	<input checked="" type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons

**discharged are not discharged into homelessness.
(limit 1000 characters)**

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.
(limit 1000 characters)**

The CoC uses outreach, coordination with mainstream programs including hospitals, jails, TANF, and local schools, to engage and refer people to coordinated entry points in homeless services. Persons are screened by ESG agencies for the appropriate intervention and referred as appropriate. The CoC has adopted HUD's Orders of Priority for all CoC-funded permanent housing and uses the VI-SPDAT plus length of time homeless. The CoC has trained volunteers and agency staff to conduct the VI-SPDAT and in addition to regular screening at homeless service sites, has periodically surveyed vulnerable homeless persons in jails, hospitals, health clinics, and selected street locations. The CoC uses a Housing First approach for all CoC-funded permanent housing. With guidance from a HUD Technical Assistance adviser, the CoC has created a by-name list of homeless veterans by working with SSVF grantees, HUD-VASH staff, the local Homeless Day Center, and CoC staff.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list,

enter the information in the blank text box, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medicaid-managed Care Agency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	6
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	0
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	6
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

Performance outcomes from APR reports/HMIS:	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>
Monitoring criteria:	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>
Need for specialized population services:	

Youth	<input checked="checked" type="checkbox"/>
Victims of Domestic Violence	<input checked="checked" type="checkbox"/>
Families with Children	<input checked="checked" type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="checked" type="checkbox"/>
Veterans	<input checked="checked" type="checkbox"/>
None:	<input type="checkbox"/>

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

The CoC considered the severity of needs and vulnerabilities of participants that are or will be served by the project applications in determining project application priority by scoring the project in accordance to HUD's policy focus for vulnerable populations of chronically homeless individuals and special populations, as stated in the NOFA. For new Permanent Housing projects applying for bonus funding or reallocation funding, the CoC considered whether the project would provide for a vulnerable population (such as chronically homeless) in prioritizing the project. The project selected for the bonus funding proposal will serve chronically homeless persons prioritized using the VI-SPDAT and length of time homeless.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)

The County electronically published the RFP on its website for local projects on July 11 and notified all stakeholders via email. The County also held an informational meeting on July 15 for potential project applicants to learn about the grant process and project quality rating criteria. The rating criteria, which was published to the County Planning website on July 26 is based on HUD's criteria and point system in the NOFA for evaluating applications from communities. The County additionally published the policy that would be used for ranking and reallocation. A notice for the CoC RFP and public interest meeting was also published in the local print news classifieds on July 8th, ahead of the RFP release and interest meeting.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached). 09/13/2016

1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.) Yes

1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.) 08/31/2016

1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW? Yes

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

The CoC's monitoring procedure for subrecipients include a review of the following performance measures: utilization rates, increased housing stability, participant eligibility, length of time homeless, destination upon program exit, increasing participant income, and connecting program participant to mainstream benefits. The tools identify each of the criterion and measures compliance. The CoC uses quarterly monitoring of subrecipients' APR submission, timeliness of draws from eLOCCS, and completeness and timeliness of HMIS entries to assess projects' administrative capacity.

1G-2. Did the Collaborative Applicant include Yes accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit. Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA. 3

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application. Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)? Yes

2A-4. What is the name of the HMIS software Client Services Network

used by the CoC (e.g., ABC Software)?

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Bell Data

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Select the HMIS implementation coverage area: Single CoC

* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$61,160
ESG	\$0
CDBG	\$15,290
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$76,450

2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
Other Federal - Total Amount	\$0

2B-2.3 Funding Type: State and Local

Funding Source	Funding
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City	\$0
County	\$0
State	\$0
State and Local - Total Amount	\$0

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	\$0
Organization	\$0
Private - Total Amount	\$0

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	\$0
Other - Total Amount	\$0

2B-2.6 Total Budget for Operating Year	\$76,450
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2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy): 04/26/2016

2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	187	39	148	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	112	48	60	93.75%
Rapid Re-Housing (RRH) beds	74	0	74	100.00%
Permanent Supportive Housing (PSH) beds	220	0	35	15.91%
Other Permanent Housing (OPH) beds	0	0	0	

2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)

The majority of PSH beds are VASH beds. The incorporation of the 50NOW Housing First PSH beds since the submission of the 2016 HIC adds an additional 37 HMIS covered beds, which will increase the bed coverage rate for the PSH type. The CoC will continue to reach out to non-participating PSH providers to bring the PSH coverage to 100%.

2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.

VA Grant per diem (VA GPD):	<input type="checkbox"/>
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VASH:	<input checked="checked" type="checkbox"/>
Faith-Based projects/Rescue mission:	<input type="checkbox"/>
Youth focused projects:	<input type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

2C-4. How often does the CoC review or assess its HMIS bed coverage? Annually

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	1%	0%
3.3 Date of birth	0%	0%
3.4 Race	0%	0%
3.5 Ethnicity	0%	0%
3.6 Gender	0%	0%
3.7 Veteran status	0%	0%
3.8 Disabling condition	0%	0%
3.9 Residence prior to project entry	0%	0%
3.10 Project Entry Date	0%	7%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	0%
3.15 Relationship to Head of Household	0%	11%
3.16 Client Location	0%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	0%	8%

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

None	<input type="checkbox"/>
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2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?

10

2D-4. How frequently does the CoC review data quality in the HMIS?

Monthly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.

Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

VA Supportive Services for Veteran Families (SSVF):	<input checked="" type="checkbox"/>
VA Grant and Per Diem (GPD):	<input type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input checked="" type="checkbox"/>
Temporary Assistance for Needy Families (TANF)	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date.
(limit 750 characters)**

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count? Yes

2E-2. Indicate the date of the most recent sheltered PIT count: 01/28/2016
(mm/dd/yyyy)

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD? Not Applicable

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: 04/26/2016
(mm/dd/yyyy)

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

Shelter data was collected from HMIS. Use of HMIS data was recommended by the contracted research firm that advised the CoC, as a way to most accurately and completely capture data for sheltered homeless persons.

2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)

No changes were made to the sheltered PIT count methodology.

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? Yes

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)

In 2015, the Dept. of Social Services placed homeless families participating in Housing Support Program (HSP) in motels while they looked for permanent housing. Data showed that motelled HSP families were not finding housing as quickly as non-motelled HSP families. The Dept. ceased motelling families in mid-2015; no families were motelled by HSP during the 2016 PIT Count, resulting in a decline in the number of sheltered families from 2015 to 2016. In 2015, no SSVF programs were entering into HSP; in the 2016 sheltered count, an SSVF subrecipient was entering data into HMIS. The 50NOW Program has increased its bed coverage from the initial 9 to 37 for 100% HMIS bed coverage and accounts for every client entering into the 50NOW program.

2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)

There were no changes made to the sheltered PIT count from 2015 to 2016.

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/26/2015

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD? Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 04/30/2016

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

Night of the count - complete census:	<input checked="" type="checkbox"/>
Night of the count - known locations:	<input type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>
	<input type="checkbox"/>

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

The CoC used a blitz approach do a complete census of the county on the morning of January 26, 2015 between daybreak and 10 a.m. Teams of trained enumerators in each region were assigned non-overlapping areas in which to conduct a visual count. Most teams included a currently or formerly homeless person familiar with the area being counted. That person acted as a guide to help lead teams to areas where homeless persons slept. The teams counted first in the area around the shelters before the shelters began discharging persons for the day, then moved to more outlying areas, to avoid double counting persons who had stayed overnight in shelters.

The CoC choose a blitz count methodology because it was a HUD approved methodology and would produce the most accurate count.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)

No unsheltered count was conducted in 2016.

2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count? Yes

2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input checked="" type="checkbox"/>
Unique identifier:	<input type="checkbox"/>
Survey questions:	<input checked="" type="checkbox"/>
Enumerator observation:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)

There was no unsheltered count in 2016, so no changes were made.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2,514	1,368	-1,146
Emergency Shelter Total	337	145	-192
Safe Haven Total	0	0	0
Transitional Housing Total	55	100	45
Total Sheltered Count	392	245	-147
Total Unsheltered Count	2,122	1,123	-999

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	1,124
Emergency Shelter Total	1,071
Safe Haven Total	0
Transitional Housing Total	58

3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

(limit 1000 characters)

The CoC has consulted with ESG subrecipients, other social services programs, and hospitals regarding the situations of individuals and families who are becoming homeless. The CoC has developed a prevention-diversion assessment tool that will be used starting this Fall in shelter intake and at other coordinated entry access points. Persons who can be diverted will be referred to McKinney-Vento funded eviction prevention programs, or to other prevention programs for which they may be eligible. The CoC partners with a variety of programs included an eviction prevention program for TANF recipients, the Low Income Home Energy Assistance Program, transportation programs, and local organizations that provide one time financial assistance to help individuals and families maintain their housing or address challenges that threaten housing.

3A-3. Performance Measure: Length of Time Homeless.

Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.

(limit 1000 characters)

The CoC has been working to try to reduce the length of time that individuals and families remain homeless by increasing the number of Rapid Rehousing and Permanent Supportive Housing beds. The CoC also has adopted HUD's Orders of Priority for permanent, supportive housing and uses length of time homeless as one of the factors to prioritize people for available permanent, supportive housing. The CoC has created an HMIS report on length of time homeless. The HMIS report provides overall data that will be used to evaluate CoC progress over time. Individual data from ESG and CoC clients regarding length of time homeless is also collected in the VI-SDPAT survey used to prioritize individuals and families for permanent supportive housing.

*** 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations:

Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	371

Of the persons in the Universe above, how many of those exited to permanent destinations?	154
% Successful Exits	41.51%

3A-4b. Exit To or Retention Of Permanent Housing:
In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	91
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	78
% Successful Retentions/Exits	85.71%

3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)

Strategies the CoC has implemented to minimize returns to homelessness include: 1)Funding programs in the CoC competition that include supportive services to help identify and address housing barriers; 2)Providing SOAR training to case managers to help households with disabilities apply for and obtain disability benefits that will provide an income;3)Connecting eligible homeless families in rapid rehousing to TANF-funded employment or education programs; 4)Encouraging households to consider home sharing with other adults or relatives to make rent affordable and sustainable. The CoC has created a report in HMIS to identify the number of persons entering shelters or case management services have previously exited from CoC-funded Rapid Rehousing, transitional housing, and permanent supportive housing. The CoC will be using returns to homelessness as one of the factors used to evaluate performance among CoC grantees.

3A-6. Performance Measure: Job and Income Growth. Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources. (limit 1000 characters)

Employment income: Strategies include training for case managers on resources to help persons with disabilities obtain employment, partnerships with America's Job Center, and coordination with the TANF program's subsidized

employment program for families.

Non-Employment income: The CoC provides SOAR training and follow up support to CoC case managers to assist eligible clients to apply for SSI/SSDI benefits and has been building partnerships with local health care providers.

Non-Cash Income Sources: The CoC conducts education of CoC-funded projects regarding benefits enrollment and changes that will affect the program.

3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.

(limit 1000 characters)

The CoC works with the local America's Job Center (AJC), the Department of Rehabilitation (DOR), and the County Department of Social Services to help homeless households increase their income.

The AJC helps individuals and families seek employment and provide job readiness classes. They also have a dedicated job developer for homeless veterans. The DOR conducts employability assessments of persons with disabilities and provides job search assistance and coaching. Homeless families participating in DSS' TANF program are offered subsidized employment, education assistance, or other resources to help increase employment income.

Homeless youth who qualify for the DSS's Independent Living Program for youth aging out of foster care qualify for financial help from the County's Transitional Aged Youth – Financial Assistance Program to attend college, trade school, or other job training programs.

100% of CoC funded programs regularly connect participants with employment services.

3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?

(limit 1000 characters)

No area was excluded.

3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)? No

3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and

**extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?
(limit 1000 characters)**

No areas were excluded.

**3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached.
(mm/dd/yyyy)** 07/26/2016

**3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data.
(limit 1500 characters)**

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 1: Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	598	391	-207
Sheltered Count of chronically homeless persons	6	9	3
Unsheltered Count of chronically homeless persons	592	382	-210

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.
(limit 1000 characters)**

The number of chronically homeless persons declined from the previous count to the most recent count. There were no changes in the PIT Count methodology from the previous count to the most recent count. A number of chronically homeless persons have been placed into permanent housing since the previous unsheltered PIT Count, which may have contributed to the decline in the number of chronically homeless persons. Since the prior PIT Count, the CoC began its first Housing First program for vulnerable, chronically homeless persons. Since it began, it has housed over 50 chronically homeless individuals and family members. In addition, over 100 homeless veterans have been housed by the HUD-VASH program and CoC providers prioritized chronically homeless persons for permanent supportive housing and moved to a Housing First approach. Lastly, the Housing Authority also set aside a portion of their vouchers for clients of CoC and ESG subrecipients.

3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.	214	222	8

**3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count.
(limit 1000 characters)**

The CoC increased the number of permanent supportive housing beds as a result of Housing Choice Voucher set asides for chronically homeless persons combined with County-funded supportive services to engage the most vulnerable chronically homeless persons, place those persons into housing, and provide supportive services to allow them to maintain their housing.

3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status?

Yes

3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written

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standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.

3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? No

This question will not be scored.

3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)

As the biggest barrier to ending chronic homelessness is the lack of permanent supportive housing units, the CoC will focus on trying to encourage development of more permanent supportive housing units. For the 2016 CoC competition, the CoC also reallocated funding away from TH and SSO projects toward additional PSH beds. The CoC is also working with existing CoC providers to examine whether any existing clients in PSH may wish and be ready to move to more independent housing. The CoC is also exploring other ways to promote creation of additional PSH units.

3B. Continuum of Care (CoC) Strategic Planning Objectives

3B. Continuum of Care (CoC) Strategic Planning Objectives

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Number of previous homeless episodes:	<input type="checkbox"/>
Unsheltered homelessness:	<input type="checkbox"/>
Criminal History:	<input type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
Families on TANF	<input checked="" type="checkbox"/>
Families on CalWorks	<input checked="" type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless.
(limit 1000 characters)**

The CoC is taking steps to house homeless families more quickly. To this end, the CoC has increased housing navigation assistance for homeless families involved in TANF or the state equivalent program for families where the parents have timed out of TANF. Additionally, in the 2016 operating year, funding for Rapid Rehousing programs is being increased. In the 2016 operating year, the Coordinated Entry process will also seek to further streamline and refine the referral process to better coordinate the most effective referrals for families through greater information sharing. The CoC is also adding local funding to the ESG-funded Rapid Rehousing program to increase the number of households who may be assisted.

3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve families in the HIC:	35	74	39

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)

CoC policies and procedures prohibit involuntary family separation:	<input checked="" type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input checked="" type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

PIT Count of Homelessness Among Households With Children

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
--	--	------	------------

Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	121	48	-73
Sheltered Count of homeless households with children:	90	26	-64
Unsheltered Count of homeless households with children:	31	22	-9

3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

The number of homeless families went down from 2015 to 2016. This may have occurred partially as a result of changes in what programs were included in the PIT Count from 2013 to 2015 and partially as a result of additional families being housed. In 2015, families in the CalWORKs Housing Support Program were included in the sheltered PIT Count, but they were not included in the 2016 PIT Count. In January 2015, the CalWORKs Housing Support Program was placing homeless families in motels while they looked for Permanent Housing. In Spring 2015, the Housing Support Program (HSP) discontinued placing families in motels in order to focus all efforts on moving families into permanent housing. From January 2015 to December 2015, a total of 130 homeless families were placed into permanent housing by HSP.

3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input checked="" type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input checked="" type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input checked="" type="checkbox"/>

Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input checked="checked" type="checkbox"/>
Community awareness training concerning youth trafficking:	<input checked="checked" type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

Vulnerability to victimization:	<input checked="checked" type="checkbox"/>
Length of time homeless:	<input checked="checked" type="checkbox"/>
Unsheltered homelessness:	<input checked="checked" type="checkbox"/>
Lack of access to family and community support networks:	<input checked="checked" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2015)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	39	32	-7

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why.

(limit 1000 characters)

The number of unaccompanied youth and children and youth-headed households with children decreased slightly from 2014 to 2015. The CoC added a Youth Specific PIT Count in 2015 (the most recent year in which an unsheltered count was conducted), whereas there was not a specific youth count in the previous unsheltered count. If a decline did occur in the youth population, it may have been due to creation of several new rapid rehousing programs in late 2014 and early 2015 throughout the CoC.

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$0.00	\$0.00	\$0.00
CoC Program funding for youth homelessness dedicated projects:	\$0.00	\$0.00	\$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$0.00	\$0.00	\$0.00

3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	7
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	3
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	8

**3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts.
 (limit 1000 characters)**

An LEA representative sits as a voting member on the CoC oversight body and makes presentations. The LEA representative develops informational materials on educational rights of homeless children and youth and foster youth and distributes them to CoC subrecipients and publishes them online. The LEA also holds quarterly meetings with homeless education liaisons from each school district and CoC staff attend those meetings. The LEA also provides training for CoC subrecipients regarding homeless children and youth's educational rights. The Deputy Director of the agency that runs the local Head Start program also sits on the CoC Board, and another member of the CoC oversight body oversees child welfare services for the County and also sits on the First 5 Commission that supports programs for children aged 0-5. A fourth

CoC voting member represents an organization that works to combat commercial sexual exploitation of minors.

**3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow.
(limit 2000 characters)**

The CoC works with local liaisons, school districts, early childhood program, and additional education partners to identify homeless children and youth. The local liaison also developed fact sheets for distribution to homeless service agencies as well as homeless families regarding homeless children's educational rights and available services, and includes contact information for McKinney education liaisons in each local school district. Subrecipients are required to distribute the information to homeless families they serve and to coordinate with the LEA to help homeless families obtain available services.

**3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?
(limit 1000 characters)**

A CoC-funded project and an ESG funded project are operated by the same agency that operates the largest Head Start program in the County and slots are made available to homeless children in the Head Start program.

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Ending Veterans Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	253	161	-92
Sheltered count of homeless veterans:	17	48	31
Unsheltered count of homeless veterans:	236	113	-123

3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

The number of homeless veterans in the PIT Count decreased in 2016. There was no change in methodology in the PIT Count that would have affected this number and data from the Master List of homeless veterans suggests there has been a decline in the number of homeless veterans in the CoC over the past year. This decline is likely a result of an increase in the number of HUD-VA Supportive Housing (HUD-VASH) program vouchers and the impacts of three SSVF programs in the CoC that began in late 2014. As well as providing rental subsidies and security deposits, those programs have been conducting street outreach and partnering with other homeless and social services agencies, health programs, and law enforcement to identify homeless veterans to engage. One of the SSVF programs also contracted with the local America's Job Center to provide a dedicated job developer for homeless veterans, and another

contracted with an agency to provide shelter beds and detoxification.

**3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF.
(limit 1000 characters)**

SSVF programs conduct street outreach throughout the CoC and partner with homeless/social services agencies, health programs, and law enforcement to engage homeless veterans. Homeless persons seeking services at HMIS agencies are screened for military service status and are referred to SSVF programs to determine their eligibility for VA services. In the CoC's most recent Registry Weeks for chronically homeless persons, those claiming prior service were referred to local SSVF programs for follow-up. A Homeless Veterans Stand Down is held 1x per year and Project Homeless Connect-style events are held 2x a year. Non-VA funded organizations refer clients to local SSVF programs for screening for eligibility for VA services and the SSVF programs make referrals. Homeless veterans eligible for VA health care services but not SSVF are referred directly to local VA clinics or to the County Office of Veteran Services for assistance with obtaining VA health care.

3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	14	161	1,050.00%
Unsheltered Count of homeless veterans:	0	113	0.00%

3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016. Yes

This question will not be scored.

**3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016?
(limit 1000 characters)**

Additional HUD-VASH case managers would help to place veterans more

quickly. In addition, streamlining the applications needed when HUD-VASH clients seek security deposits from SSVF programs would reduce the time case managers have to spend on paperwork and allow them to spend more time helping to place clients into housing and helping to stabilize them in that housing. Lastly, more resources are needed to assist homeless veterans who are too well to be in the hospital, but whose health care needs are too significant for them to live independently.

4A. Accessing Mainstream Benefits

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients? Yes

4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	8
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	8
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)

The County Department of Health (Health Agency) and the local Community Health Centers of the Central Coast (CHC) are conducting outreach to uninsured homeless patients. The Department of Social Services (DSS) is sending enrollment staff to the Health Agency clinic. CHC and the Community Action Partnership of San Luis Obispo (CAPSLO) have Certified Enrollment Counselors (CEC) who assist homeless clients to apply for Medicaid or other health insurance. Transitions Mental Health Association (TMHA), the El Camino Homeless Organization (ECHO), the Community LINK, and CAPSLO staff are

responsible for identifying clients who might be eligible for health insurance and providing referrals to DSS or to CECs.

4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?

Educational materials:	<input checked="" type="checkbox"/>
In-Person Trainings:	<input checked="" type="checkbox"/>
Transportation to medical appointments:	<input checked="" type="checkbox"/>
Coordination with medical care agency to troubleshoot problems	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

4B. Additional Policies

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	8
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	8
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	100%

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	8
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	8
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	100%

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	<input type="checkbox"/>
--------------------------------	--------------------------

Use of phone or internet-based services like 211:	<input checked="checked" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input checked="checked" type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="checked" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	35	74	39

4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135? (limit 1000 characters)

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must

include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)

4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition? No

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application. Yes

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>
Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input checked="" type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>

Retooling transitional housing:	<input type="text"/>
Rapid re-housing:	<input type="text"/>
Under-performing program recipient, subrecipient or project:	<input type="text"/>
	<input type="text"/>
Not applicable:	<input type="text"/>

4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance
Veterans Homelessness	05/24/2016	5

4C. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	01. 2016 CoC Comm...	09/08/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	03. CoC Rating an...	09/08/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	04. Rating and Re...	09/08/2016
05. CoCs Process for Reallocating	Yes	05. CoC Process f...	09/08/2016
06. CoC's Governance Charter	Yes	06. CoC's Govern...	09/13/2016
07. HMIS Policy and Procedures Manual	Yes	07. HMIS Policy a...	09/08/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	09. PHA Administr...	09/08/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No		
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	13. HDX-system Pe...	09/08/2016
14. Other	No		
15. Other	No		

Attachment Details

Document Description: 01. 2016 CoC Communication to Rejected Participants

Attachment Details

Document Description:

Attachment Details

Document Description: 03. CoC Rating and Review Procedure

Attachment Details

Document Description: 04. Rating and Review Procedure - Public Posting Evidence

Attachment Details

Document Description: 05. CoC Process for Reallocating

Attachment Details

Document Description: 06. CoC's Governance Charter

Attachment Details

Document Description: 07. HMIS Policy and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description: 09. PHA Administration Plan

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: 13. HDX-system Performance Measures

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page		Last Updated
1A. Identification		09/06/2016
1B. CoC Engagement		09/12/2016
1C. Coordination		09/13/2016
FY2016 CoC Application		Page 61
		09/13/2016

1D. CoC Discharge Planning	09/07/2016
1E. Coordinated Assessment	09/12/2016
1F. Project Review	09/13/2016
1G. Addressing Project Capacity	09/13/2016
2A. HMIS Implementation	09/07/2016
2B. HMIS Funding Sources	09/10/2016
2C. HMIS Beds	09/13/2016
2D. HMIS Data Quality	09/10/2016
2E. Sheltered PIT	09/10/2016
2F. Sheltered Data - Methods	09/10/2016
2G. Sheltered Data - Quality	09/07/2016
2H. Unsheltered PIT	09/10/2016
2I. Unsheltered Data - Methods	09/12/2016
2J. Unsheltered Data - Quality	09/12/2016
3A. System Performance	09/13/2016
3B. Objective 1	09/13/2016
3B. Objective 2	09/13/2016
3B. Objective 3	09/12/2016
4A. Benefits	09/11/2016
4B. Additional Policies	09/08/2016
4C. Attachments	Please Complete
Submission Summary	No Input Required



SAN LUIS OBISPO COUNTY

DEPARTMENT OF PLANNING AND BUILDING

JAMES A. BERGMAN
DIRECTOR

Aurora William
Director
El Camino Homeless Organization
P.O. Box 2077
Atascadero, CA 93422

1 September 2016

SUBJECT: FY2016 Continuum of Care Bonus Funding

Dear Ms. William,

Thank you for applying to the FY2016 Continuum of Care Program: Permanent Supportive Housing Bonus Funding. ECHO's Rapid Re-housing and Supportive Services Program was not selected to move forward in the national competition.

On August 25, 2016 the Homeless Services Oversight Council ad hoc grant review committee convened to review, discuss and rank the project applications. The ECHO project was deemed as an eligible activity and passed the project quality threshold to be able to move forward for objective criteria scoring. ECHO's proposal addressed the need to serve vulnerable populations and is in alignment with HUD's priority to end family homelessness, which the ad hoc grant review committee remarked may be a stronger local consideration in the future. The objective rating criteria was based on HUD's Notice of Availability Funding priorities and point allocations and was made available through the County's Planning website. The highest scoring application was chosen for endorsement by HSOC.

If you believe that your organization was denied the right to participate in the CoC planning process in a reasonable manner, your organization may choose to appeal the local decision through a Project Appeal application as a Solo Applicant in HUD's *e-snaps*.

The County is appreciative of the services provided by ECHO and encourages your organization to apply for grant funding on an available basis in the upcoming grant cycles.

If you have any questions or concerns, please contact me at 805-781-4099 or iyeung@co.slo.ca.us.

Sincerely,

Ivana Yeung, AICP
Planner II

SAN LUIS OBISPO COUNTY
PLANNING AND BUILDING DEPARTMENT



FY2016 CONTINUUM OF CARE
REQUEST FOR PROPOSALS

Local Application for Renewal and New Projects

July 11, 2016



2016 CONTINUUM OF CARE PROGRAM FUNDING AVAILABILITY

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING

976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

INTRODUCTION

The County of San Luis Obispo is requesting proposals for the 2016 Continuum of Care Program. The U.S. Department of Housing and Urban Development (HUD) conducts an annual CoC Program national competition. San Luis Obispo County Planning Department is the lead agency responsible for completing and submitting the application on behalf of the San Luis Obispo County CoC (CA-614).

Additional information on the HUD CoC Program can be found here:

<https://www.hudexchange.info/coc>

HUD encourages prioritizing projects that address the goals of Ending Chronic Homelessness, Youth Homelessness, Veteran Homelessness, and utilize a Housing First approach. Eligible CoC program components include permanent housing, transitional housing, supportive services with Coordinated Entry, and Homeless Management Information System ("HMIS"). Eligible activities under each of the components vary, but overall include: acquisition, rehabilitation, new construction, leasing, rental assistance, operating costs, supportive services, and HMIS.

LOCAL APPLICATIONS

Applicants for renewal and new projects are required to submit a Local Application by the deadline. There is a separate Local Application for renewal projects (Renewal Local Application) and for new projects (Local Application for New Projects). Applicants should complete the Local Application only for the applicable project type depending on whether it is a renewal or new project.

The lead agency may request additional application materials and/or information at a later date. It is anticipated that any additional materials and information will be requested when HUD publishes the FY2016 CoC e-snaps Project Application; at that time, the lead agency may request that the project applicant complete 'Exhibit 2' in e-snaps.

RENEWAL PROJECTS

Currently awarded CoC projects that end in calendar year 2017 are eligible for renewal funding. Applicants for renewal projects must complete the **RENEWAL LOCAL APPLICATION** indicating their intent to reapply for funds in FY2016.

NEW PROJECTS

Applicants for new projects must complete the **LOCAL APPLICATION FOR NEW PROJECTS**. Applications for new projects will be accepted for review *only* if funds are available either through bonus project funds or reallocation.

In the event that funds are available, applications for new projects will be considered only from entities that have submitted a Local Application by the deadline and are proposing, in alignment with HUD priorities:

- A) Permanent Supportive Housing (PSH) dedicated to serving chronically homeless individuals, including unaccompanied youth, and/or families; or
- B) Rapid Rehousing (RRH) dedicated to serving homeless individuals, including unaccompanied youth, and/or families coming directly from the streets or emergency shelter, or individuals and/or families who meet the criteria of paragraph (4) of HUD's definition of homeless.
- C) Supportive Services as a Coordinated Entry Point dedicated to serving chronically homeless individuals, including unaccompanied youth, and/or families.

FUNDING AVAILABILITY

Funding availability for renewal projects is dependent upon the amount made available by the HUD allocation method. Funding for new projects is dependent upon information contained in the HUD FY2016 NOFA, including the opportunity to apply for bonus projects, and any reallocated funds made available through the local project review process. Administrative funds requested for new projects will be limited to no more than ten percent (10%) of the total project budget.

The Annual Renewal Demand (ARD) for FY 2016 renewal projects is \$902,328. All projects submitted within the deadline will be ranked into Tier 1 or Tier 2, with 93% of the ARD reserved for Tier 1-funded projects. Projects that are placed in Tier 2 or bonus projects are conditionally selected by HUD based project score and CoC performance.

MATCH REQUIREMENT

The subrecipient must match all grant funds, except for leasing funds, with no less than twenty-five percent (25%) of funds or in-kind contributions from other sources in accordance with 24 CFR § 578.73. Subrecipients will not be required to meet this match per category, but rather as an aggregate sum.

DEADLINE: Local Applications for both renewal and new projects must be received by 5:00PM on FRIDAY, JULY 29, 2016, regardless of the manner submitted. NO LATE OR INCOMPLETE APPLICATIONS WILL BE CONSIDERED.

LOCAL APPLICATION SUBMISSION

Local Applications for both renewal and new projects must be submitted by the deadline and may be submitted by email, postal mail or dropped off at the Planning Counter located at 975 Osos Street, San Luis Obispo, CA 93408. Applicants are encouraged to allow adequate time for mailed materials to be received by the Planning Department by the deadline.

Technical assistance questions may be directed to Ivana Yeung, Continuum of Care Program Manager: 805-781-4099 or iyeung@co.slo.ca.us.

Submit signed electronic copies of Local Applications to the following email address:

iyeung@co.slo.ca.us with the Subject line: FY2016 COC APP – *organization name* – *project name*
(example: FY2016 COC APP-PlanningDept-HMIS)

If unable to submit electronically, signed Local Applications can be:

Delivered in-person to:

FY2016 Continuum of Care Program c/o Ivana Yeung
SLO County Department of Planning and Building
Planning Counter
976 Osos Street, Room 200
San Luis Obispo, CA 93408

Receptionist at the Planning Counter will receive and time-stamp the applications.

OR

Mailed to:

(Applicants are strongly encouraged to mail early to avoid missing the deadline; applications must be *received* by the deadline)

FY2016 Continuum of Care Program c/o Ivana Yeung
SLO County Department of Planning and Building
976 Osos Street, Room 200
San Luis Obispo, CA 93408

DEFINITIONS APPLICABLE TO THIS FUNDING NOTICE

Acquisition (refer to 24 CFR 578.43)	Grant funds may be used to pay up to 100 percent of the cost of acquisition of real property selected by the recipient or subrecipient for use in the provision of housing or supportive services for homeless persons.
Chronically Homeless (refer to 24 CFR 578.3)	A homeless individual with a disability (as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)) (or family with an adult, or a minor if there is no adult, head of household) who is homeless and lives in a place not meant for human habitation, safe haven, or in an emergency shelter; and has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least twelve (12) months or on at least four (4) separate occasions in the last three (3) years, as long as the combined occasions equal at least twelve (12) months and each break in homelessness separating the occasions included at least seven (7) consecutive nights of not living in a place not meant for human habitation, safe haven, or in an emergency shelter.
Coordinated Entry System (refer to the County's Investing In Futures webpage)	A process for people to access the prevention, housing and/or other services that they need. Coordinated Entry incorporates uniform screening and assessment, prioritization and program matching, and connections to mainstream services to help those seeking housing and services access appropriate programs more efficiently.
Homeless (refer to 24 CFR 578.3 and the Defining "Homeless" Rule)	An individual or family who lacks a fixed, regular, and adequate nighttime residence
Housing First	An approach to homeless assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold.
New Construction (refer to 24 CFR 578.47)	Grant funds may be used to pay up to 100 percent of the cost of new construction, including the building of a new structure or building an addition to an existing structure that increases the floor area by 100 percent or more, and the cost of land associated with that construction, for use as housing.
Operating Costs (refer to 24 CFR 578.55)	Grant funds may be used to pay the costs of the day-to-day operation of permanent housing in a single structure or individual housing units.
Permanent Housing (refer to 24 CFR 578.3)	Community-based housing without a designated length of stay, and includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one (1) year, which is renewable for terms that are a minimum of one (1) month long, and is terminable only for cause.
Permanent Supportive Housing (refer to 24 CFR 578.3 and the Defining "Homeless" Rule)	Permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

Rapid Rehousing (refer to 24 CFR 578.37(a)(1)(ii))	Provides supportive services and and/or short-term (up to three (3) months) and/or medium-term (for three (3) to 24 months) tenant-based rental assistance as necessary to help homeless households move as quickly as possible into permanent housing and achieve stability in that housing.
Rehabilitation (refer to 24 CFR 578.45)	Grant funds may be used to pay up to 100 percent of the cost of rehabilitation of structures to provide housing or supportive services to homeless persons.
Scattered-Site Leasing (refer to 24 CFR 578.49)	Grant funds are used to lease individual housing units throughout San Luis Obispo County; the project sponsor has a master lease agreement with the landlord/owner of the housing unit and a sublease with the program participant.
Severe Service Needs (refer to Notice CPD-14-012)	History of high utilization of crisis services or significant health or behavioral health challenges or functional impairments that require a significant level of support in order to maintain permanent housing.
Supportive Services (refer to 24 CFR 578.53)	Grant funds may be used to pay supportive services that address the special needs of the program participants. Only the specific supportive services described in 24 CFR 578.53 are eligible.
Tenant-Based Rental Assistance	Program participants locate housing of their choice in the private rental market; program participants have lease agreements with the landlord/owner of the housing unit.
Youth	Persons under 25 years of age.



2016 CONTINUUM OF CARE PROGRAM

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING

976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

RENEWAL LOCAL APPLICATION

PROJECT NAME:
BASIC INFORMATION
AGENCY: _____
PRIMARY CONTACT NAME: _____
MAILING ADDRESS: _____ _____
PHONE NUMBER: _____
EMAIL ADDRESS: _____
UNIQUE ENTITY: _____

INTENT TO REAPPLY
THE AGENCY INTENDS TO APPLY FOR RENEWAL FUNDING IN FISCAL YEAR (FY) 2016
<input type="checkbox"/> YES <input type="checkbox"/> NO

THRESHOLD CRITERIA. THE LOCAL APPLICATION MUST BE RECEIVED BY THE DEADLINE. PROJECTS THAT DO NOT MEET THE THRESHOLD CRITERIA WILL NOT BE SCORED.
PROJECT IS CONSISTENT WITH THE 10-YEAR PLAN TO END HOMELESSNESS AND THE CONSOLIDATED PLAN
<input type="checkbox"/> YES <input type="checkbox"/> NO
THE AGENCY HAS NO OUTSTANDING COUNTY OR HUD MONITORING FINDINGS AND/OR OIG AUDIT FINDINGS
<input type="checkbox"/> YES <input type="checkbox"/> NO
PROJECT COMPLIES WITH THE REQUIREMENTS OF THE COC INTERIM RULE (24 CFR PART 578)
<input type="checkbox"/> YES <input type="checkbox"/> NO
COC INTERIM RULE COMPLIANCE: THE PROJECT ACCEPTS REFERRALS EXCLUSIVELY FROM THE COORDINATED ENTRY SYSTEM. REFERRALS ARE BASED ON LOCAL PRIORITIES AND PREFERENCES (WHICH CONSIDER LENGTH OF TIME HOMELESS, THE VULNERABILITIES OF PARTICIPANTS AND/OR SEVERITY OF SERVICE NEEDS) FOR THE PROJECT TYPE.
<input type="checkbox"/> YES <input type="checkbox"/> NO
COC INTERIM RULE COMPLIANCE: THE PROJECT PARTICIPATES IN THE SAN LUIS OBISPO COUNTY HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)
<input type="checkbox"/> YES <input type="checkbox"/> NO

LOW-BARRIER AND HOUSING FIRST

THE PROJECT **DOES NOT** SCREEN OUT PARTICIPANTS BASED ON THE FOLLOWING CRITERIA. SELECT ALL THAT APPLY. BY CHECKING ALL OF THE FIRST FIVE (5) BOXES, THIS PROJECT WILL BE CONSIDERED LOW-BARRIER.

- HAVING TOO LITTLE OR NO INCOME ☐
- ACTIVE OR HISTORY OF SUBSTANCE ABUSE ☐
- HAVING A CRIMINAL RECORD WITH EXCEPTIONS FOR STATE-MANDATED RESTRICTIONS ☐
- HAVING AN EVICTION RECORD ☐
- HISTORY OF DOMESTIC VIOLENCE (E.G., LACK OF A PROTECTIVE ORDER, PERIOD OF SEPARATION FROM ABUSER, OR LAW ENFORCEMENT INVOLVEMENT) ☐

THE PROJECT **DOES NOT** TERMINATE PARTICIPANTS FROM THE PROGRAM FOR THE FOLLOWING REASONS. SELECT ALL THAT APPLY.

- FAILURE TO PARTICIPATE IN SUPPORTIVE SERVICES ☐
- FAILURE TO MAKE PROGRESS ON A SERVICE PLAN ☐
- LOSS OF INCOME OR FAILURE TO IMPROVE INCOME ☐
- BEING A VICTIM OF DOMESTIC VIOLENCE ☐
- ANY OTHER ACTIVITY NOT COVERED IN A LEASE AGREEMENT TYPICALLY FOUND IN THE PROJECT'S GEOGRAPHIC AREA ☐

PERMANENT SUPPORTIVE HOUSING (PSH) PROJECTS ONLY: DEDICATED CHRONIC HOMELESS BEDS

IT IS ANTICIPATED THAT THE FY2016 NOFA WILL INCLUDE HUD'S HOMELESSNESS POLICY AND PROGRAM PRIORITY OF **DEDICATING** EXISTING PSH BEDS TO THOSE EXPERIENCING CHRONIC HOMELESSNESS. DEDICATED BEDS CAN SERVE ONLY CHRONICALLY HOMELESS PERSONS (UNLESS THERE ARE NO CHRONICALLY HOMELESS PERSONS IDENTIFIED IN SAN LUIS OBISPO COUNTY). SELECT ONE (1) RESPONSE FROM THE SELECTION BELOW. **FY2015 PROJECTS END IN CALENDAR YEAR 2017. FY2016 PROJECTS, IF AWARDED, WILL END IN CALENDAR YEAR 2018.**

- ☐ THE **FY2015** PSH PROJECT APPLICATION DEDICATES 100% OF BEDS TO CHRONICALLY HOMELESS. FOR **FY2016**, THE AGENCY WILL CONTINUE TO DEDICATE 100% OF PROJECT BEDS TO CHRONICALLY HOMELESS.
- ☐ THE **FY2015** PSH PROJECT APPLICATION DEDICATES *LESS THAN 100%* OF BEDS TO CHRONICALLY HOMELESS. HOWEVER, FOR **FY2016**, ADDITIONAL BEDS WILL BE DEDICATED TO CHRONICALLY HOMELESS. COMPLETE THE CHART BELOW.

FY2015 BEDS			FY2016 BEDS		
DEDICATED	NON-DEDICATED (INCLUDES PRIORITIZED)	TOTAL	DEDICATED	NON-DEDICATED (INCLUDES PRIORITIZED)	TOTAL

- ☐ THE **FY2015** PSH PROJECT APPLICATION DEDICATES *LESS THAN 100%* OF BEDS TO CHRONICALLY HOMELESS. FOR **FY2016**, THERE WILL BE NO CHANGE TO THE NUMBER OF DEDICATED BEDS.

DEDICATED VETERAN BEDS (ALL PROJECTS)

THE FEDERAL STRATEGIC PLAN TO PREVENT AND END HOMELESSNESS PRIORITIZES ENDING VETERAN HOMELESSNESS BY 2015. CONSISTENT WITH THAT GOAL, INDICATE THE NUMBER OF BEDS THAT WILL BE DEDICATED TO VETERANS IN **FY2016**. DEDICATED BEDS CAN SERVE ONLY VETERANS (UNLESS THERE ARE NO VETERANS IDENTIFIED IN SAN LUIS OBISPO COUNTY). BEDS DEDICATED TO VETERANS MUST PRIORITIZE THOSE VETERANS WHO ARE INELIGIBLE FOR VETERANS AFFAIRS (VA) SERVICES.

FY2016 BEDS		
DEDICATED	NON-DEDICATED	TOTAL

RAPID REHOUSING (RRH) PROJECTS ONLY: BEDS DEDICATED TO FAMILIES AND/OR YOUTH

THE FEDERAL STRATEGIC PLAN TO PREVENT AND END HOMELESSNESS PRIORITIZES ENDING HOMELESSNESS AMONG FAMILIES AND YOUTH BY 2020. CONSISTENT WITH THAT GOAL, INDICATE THE NUMBER OF BEDS THAT WILL BE DEDICATED TO FAMILIES AND YOUTH IN **FY2016**. DEDICATED BEDS CAN SERVE ONLY FAMILIES OR YOUTH (UNLESS THERE ARE NO FAMILIES OR YOUTH IDENTIFIED IN SAN LUIS OBISPO COUNTY).

FY2016 BEDS DEDICATED TO FAMILIES			FY2016 BEDS DEDICATED TO YOUTH		
DEDICATED	NON-DEDICATED	TOTAL	DEDICATED	NON-DEDICATED	TOTAL

LENGTH OF TIME TO PLACE HOUSEHOLDS IN PERMANENT HOUSING

IN THE SPACE BELOW, PROVIDE A NARRATIVE RESPONSE OUTLINING THE STRATEGIES EMPLOYED BY THE AGENCY TO RAPIDLY PLACE HOUSEHOLDS IN PERMANENT HOUSING. AT A MINIMUM, DISCUSS:

- THE AGENCY'S CURRENT AVERAGE NUMBER OF DAYS TO PLACE HOUSEHOLDS IN PERMANENT HOUSING FROM THE COORDINATED ENTRY ENROLLMENT DATE
- THE AGENCY'S EFFORTS TO REDUCE THE NUMBER OF DAYS TO PLACE HOUSEHOLDS IN PERMANENT HOUSING FROM THE COORDINATED ENTRY ENROLLMENT DATE
- OBSTACLES TO RAPID PLACEMENT IN PERMANENT HOUSING
- LANDLORD ENGAGEMENT STRATEGIES

AUTHORIZED SIGNATURE OF APPLICANT: TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS LOCAL APPLICATION IS TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT WHO WILL COMPLY WITH ALL CONTRACTUAL OBLIGATIONS IF THE PROPOSAL IS AWARDED FUNDING. BY SIGNING BELOW, I HEREBY CERTIFY THAT THE AGENCY DOES NOT HAVE ANY OUTSTANDING MONITORING OR AUDIT FINDINGS FROM ANY FEDERAL, STATE, OR LOCAL ENTITY.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TYPED NAME: _____ DATE SIGNED: _____

TITLE: _____

RENEWAL LOCAL APPLICATIONS MUST BE RECEIVED BY 5:00 PM ON FRIDAY, JULY 29, 2016



2016 CONTINUUM OF CARE PROGRAM

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING

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LOCAL APPLICATION FOR NEW PROJECTS

PROJECT NAME: _____

BASIC INFORMATION

AGENCY: _____

PRIMARY CONTACT NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

UNIQUE ENTITY: _____

THRESHOLD CRITERIA. THE LOCAL APPLICATION MUST BE RECEIVED BY THE DEADLINE. PROJECTS THAT DO NOT MEET THE THRESHOLD CRITERIA WILL NOT BE SCORED.

PROJECT IS CONSISTENT WITH THE [10-YEAR PLAN TO END HOMELESSNESS](#) AND THE [CONSOLIDATED PLAN](#)

☐ YES ☐ NO

THE AGENCY HAS NO OUTSTANDING COUNTY OR HUD MONITORING FINDINGS AND/OR OIG AUDIT FINDINGS

☐ YES ☐ NO

PROJECT COMPLIES WITH THE REQUIREMENTS OF THE [COC INTERIM RULE](#) (24 CFR PART 578)

☐ YES ☐ NO

COC INTERIM RULE COMPLIANCE: THE PROJECT WILL ACCEPT REFERRALS EXCLUSIVELY FROM THE COORDINATED ENTRY SYSTEM. REFERRALS ARE BASED ON LOCAL PRIORITIES AND PREFERENCES (WHICH CONSIDER LENGTH OF TIME HOMELESS, THE VULNERABILITIES OF PARTICIPANTS AND/OR SEVERITY OF SERVICE NEEDS) FOR THE PROJECT TYPE.

☐ YES ☐ NO

COC INTERIM RULE COMPLIANCE: THE PROJECT WILL PARTICIPATE IN THE SAN LUIS OBISPO COUNTY HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

☐ YES ☐ NO

PROJECT TYPE: IN ALIGNMENT WITH HUD PRIORITIES, THE PROJECT IS:

- ☐ **A) PERMANENT SUPPORTIVE HOUSING DEDICATED TO SERVING CHRONICALLY HOMELESS**
- ☐ **B) RAPID REHOUSING DEDICATED TO HOMELESS HOUSEHOLDS COMING DIRECTLY FROM THE STREETS OR SHELTER, OR HOUSEHOLDS MEETING THE CRITERIA OF PARAGRAPH (4) OF HUD'S DEFINITION OF HOMELESS**
- ☐ **C) SUPPORTIVE SERVICES – COORDINATED ENTRY POINT DEDICATED TO SERVING CHRONICALLY HOMELESS**

LOW-BARRIER AND HOUSING FIRST	
<p>THE PROJECT <i>WILL NOT</i> SCREEN OUT PARTICIPANTS BASED ON THE FOLLOWING CRITERIA. SELECT ALL THAT APPLY. BY CHECKING ALL OF THE FIRST FIVE (5) BOXES, THIS PROJECT WILL BE CONSIDERED LOW-BARRIER.</p>	
HAVING TOO LITTLE OR NO INCOME	<input type="checkbox"/>
ACTIVE OR HISTORY OF SUBSTANCE ABUSE	<input type="checkbox"/>
HAVING A CRIMINAL RECORD WITH EXCEPTIONS FOR STATE-MANDATED RESTRICTIONS	<input type="checkbox"/>
HAVING AN EVICTION RECORD	<input type="checkbox"/>
HISTORY OF DOMESTIC VIOLENCE (E.G., LACK OF A PROTECTIVE ORDER, PERIOD OF SEPARATION FROM ABUSER, OR LAW ENFORCEMENT INVOLVEMENT)	<input type="checkbox"/>
<p>THE PROJECT <i>WILL NOT</i> TERMINATE PARTICIPANTS FROM THE PROGRAM FOR THE FOLLOWING REASONS. SELECT ALL THAT APPLY.</p>	
FAILURE TO PARTICIPATE IN SUPPORTIVE SERVICES	<input type="checkbox"/>
FAILURE TO MAKE PROGRESS ON A SERVICE PLAN	<input type="checkbox"/>
LOSS OF INCOME OR FAILURE TO IMPROVE INCOME	<input type="checkbox"/>
BEING A VICTIM OF DOMESTIC VIOLENCE	<input type="checkbox"/>
ANY OTHER ACTIVITY NOT COVERED IN A LEASE AGREEMENT TYPICALLY FOUND IN THE PROJECT'S GEOGRAPHIC AREA	<input type="checkbox"/>

PROJECT DETAIL	
<p>PROJECT DESCRIPTION (LIMIT RESPONSE TO THE SPACE PROVIDED)</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>	
<p>FUNDING REQUEST: REFER TO THE FUNDING NOTICE FOR REQUEST REQUIREMENTS/LIMITATIONS.</p>	
<p>CAPITAL REQUEST: ACQUISITION/REHABILITATION/NEW CONSTRUCTION: \$ _____</p>	
NON-CAPITAL REQUEST	HOUSING COSTS (LEASING, RENTAL ASSISTANCE, OR OPERATING): \$ _____
	SUPPORTIVE SERVICE COSTS: \$ _____
	ADMINISTRATIVE COSTS: \$ _____
	TOTAL NON-CAPITAL FUNDS REQUESTED: \$ _____
<p>MATCH COMMITMENT (MUST BE USED FOR COC-ELIGIBLE COSTS): \$ _____</p>	
<p>PERCENTAGE OF NON-CAPITAL PROJECT FUNDS REPRESENTED BY HOUSING COSTS: _____ %</p>	
<p>PERCENTAGE OF NON-CAPITAL PROJECT FUNDS REPRESENTED BY SUPPORTIVE SERVICE COSTS: _____ %</p>	
<p>PERCENTAGE OF NON-CAPITAL PROJECT FUNDS REPRESENTED BY ADMINISTRATIVE COSTS: _____ %</p>	
<p>PROJECT SCALE-ABILITY: INDICATE WHETHER THE PROJECT IS SCALE-ABLE, INCLUDING WHETHER THE PROJECT CAN BE SCALED DOWN IF LESS FUNDING IS AVAILABLE AND IF THE AGENCY HAS THE CAPACITY TO SCALE THE PROJECT UP IF MORE FUNDING IS AVAILABLE.</p>	
<p>PROJECT CAN BE SCALED DOWN:</p>	

☐ YES ☐ NO

PROJECT CAN BE SCALED UP:

☐ YES ☐ NO

TARGET POPULATION: THE PROJECT WILL BE TARGETED TO THE FOLLOWING HOUSEHOLDS. INDICATE THE PROJECTED TOTAL NUMBER OF HOUSEHOLDS AND PERSONS FROM EACH TARGET POPULATION TO BE SERVED OVER THE COURSE OF THE PROGRAM YEAR. CHECK ALL THAT APPLY.

<input type="checkbox"/>	HOUSEHOLDS WITHOUT CHILDREN	<input type="checkbox"/>	HOUSEHOLDS WITH CHILDREN	<input type="checkbox"/>	HOUSEHOLDS WITH ONLY CHILDREN												
	<table border="1"><tr><th>HOUSEHOLDS (#)</th><th>PERSONS (#)</th></tr><tr><td></td><td></td></tr></table>	HOUSEHOLDS (#)	PERSONS (#)				<table border="1"><tr><th>HOUSEHOLDS (#)</th><th>PERSONS (#)</th></tr><tr><td></td><td></td></tr></table>	HOUSEHOLDS (#)	PERSONS (#)				<table border="1"><tr><th>HOUSEHOLDS (#)</th><th>PERSONS (#)</th></tr><tr><td></td><td></td></tr></table>	HOUSEHOLDS (#)	PERSONS (#)		
HOUSEHOLDS (#)	PERSONS (#)																
HOUSEHOLDS (#)	PERSONS (#)																
HOUSEHOLDS (#)	PERSONS (#)																

HOUSING INVENTORY (AT MAXIMUM PROGRAM CAPACITY; REFLECTS THE NUMBER SERVED AT A SINGLE POINT IN TIME, NOT THE NUMBER SERVED OVER THE COURSE OF THE PROGRAM YEAR.)

TOTAL UNITS (#)		TOTAL BEDS (#)			
TARGETED TO HOUSEHOLDS WITHOUT CHILDREN		TARGETED TO HOUSEHOLDS WITH CHILDREN		TARGETED TO HOUSEHOLDS WITH ONLY CHILDREN	
UNITS (#)	BEDS (#)	UNITS (#)	BEDS (#)	UNITS (#)	BEDS (#)

DEDICATED BEDS (#) (SUBSET OF TOTAL BEDS ABOVE) DEDICATED BEDS MUST BE FILLED BY A PERSON IN THE SUBPOPULATION CATEGORY (AND THEIR FAMILY MEMBERS). THE NUMBER OF DEDICATED BEDS IS A SUBSET OF THE TOTAL BED INVENTORY FOR THE PROJECT AND MUST BE EQUAL TO OR LESS THAN THE TOTAL BED INVENTORY.

CHRONIC HOMELESS	VETERANS	FAMILIES	YOUTH

MAINSTREAM SERVICES: THE PROJECT WILL PROVIDE TRANSPORTATION ASSISTANCE TO CLIENTS TO ATTEND MAINSTREAM BENEFIT APPOINTMENTS, EMPLOYMENT TRAININGS, OR JOBS

☐ YES ☐ NO

MAINSTREAM SERVICES: THE PROJECT WILL ASSIST PARTICIPANTS IN ACCESSING MAINSTREAM BENEFITS

☐ YES ☐ NO

MAINSTREAM SERVICES: THE PROJECT WILL FOLLOW-UP WITH PARTICIPANTS AT LEAST ANNUALLY TO ENSURE MAINSTREAM BENEFITS ARE RECEIVED AND RENEWED

☐ YES ☐ NO

LEVERAGE: THE AGENCY ANTICIPATES THAT THE FOLLOWING SOURCES WILL BE USED AS LEVERAGE FOR THE PROJECT. LEVERAGE IS DISTINCT FROM MATCH. LEVERAGED FUNDS CAN BE USED FOR ANY PROGRAM RELATED COSTS. AT THE COUNTY'S REQUEST, THE AGENCY MUST OBTAIN LETTER(S) OF COMMITMENT FROM EACH SOURCE LISTED.

1. NAME OF SOURCE: _____	COMMITMENT AMOUNT: \$ _____
2. NAME OF SOURCE: _____	COMMITMENT AMOUNT: \$ _____
3. NAME OF SOURCE: _____	COMMITMENT AMOUNT: \$ _____
4. NAME OF SOURCE: _____	COMMITMENT AMOUNT: \$ _____

5. NAME OF SOURCE: _____	COMMITMENT AMOUNT: \$ _____			
6. NAME OF SOURCE: _____	COMMITMENT AMOUNT: \$ _____			
TOTAL COMMITMENT: \$ _____				
PERCENTAGE LEVERAGE (OF PROJECT FUNDS REQUESTED): _____ %				
PROJECTED MILESTONES: ENTER THE NUMBER OF DAYS FROM THE EXECUTION OF THE GRANT AGREEMENT (IF AWARDED) THAT EACH OF THE FOLLOWING MILESTONES WILL OCCUR, FOR EACH STRUCTURE IN THE PROJECT. IF THE PROJECT HAS ONLY ONE (1) STRUCTURE OR STRUCTURES, COMPLETE ONLY COLUMN A. ENTER "N/A" IF THE EVENT IS NOT APPLICABLE.				
PROJECT MILESTONE	DAYS FROM EXECUTION OF GRANT AGREEMENT			
	STRUCTURE A	STRUCTURE B	STRUCTURE C	STRUCTURE D
CLOSING ON PURCHASE OF LAND, STRUCTURE, OR EXECUTION OF LEASE				
LAST UNIT LEASED, IF LEASING SCATTERED UNITS				
REHABILITATION STARTED				
REHABILITATION COMPLETED				
NEW CONSTRUCTION STARTED				
NEW CONSTRUCTED COMPLETED				
OPERATIONS STAFF HIRED				
RESIDENTS BEGIN TO OCCUPY				
SUPPORTIVE SERVICES BEGIN				
PROJECT AT CAPACITY OR FACILITY NEAR 100% OCCUPIED				
ENROLLMENT IN SUPPORTIVE SERVICES NEAR 100% CAPACITY				

FOR PROJECT TYPE A (PERMANENT SUPPORTIVE HOUSING) ONLY		
HOUSING ASSISTANCE: THE PROJECT WILL PROVIDE THE FOLLOWING TYPE OF HOUSING ASSISTANCE:		
<input type="checkbox"/> LEASING	<input type="checkbox"/> RENTAL ASSISTANCE	<input type="checkbox"/> OPERATING COSTS
IF LEASING, SELECT THE APPLICABLE TYPE OF LEASING: <input type="checkbox"/> LEASED STRUCTURE <input type="checkbox"/> SCATTERED-SITE LEASING	IF RENTAL ASSISTANCE WILL BE PROVIDED, SELECT THE APPLICABLE TYPE OF RENTAL ASSISTANCE: <input type="checkbox"/> PROJECT-BASED RENTAL ASSISTANCE <input type="checkbox"/> SPONSOR-BASED RENTAL ASSISTANCE <input type="checkbox"/> TENANT-BASED RENTAL ASSISTANCE	
TARGET POPULATION: THE PROJECT WILL EXCLUSIVELY SERVE CHRONICALLY HOMELESS PERSONS, PRIORITIZING THOSE PERSONS WITH THE LONGEST HISTORIES OF HOMELESSNESS AND THE MOST SEVERE SERVICE NEEDS:		
<input type="checkbox"/> YES <input type="checkbox"/> NO, SPECIFY TARGET POPULATION: _____		

PROJECTED OUTCOMES

THE **UNIVERSE (#)** IS THE TOTAL NUMBER OF PERSONS ABOUT WHOM THE MEASURE IS EXPECTED TO BE REPORTED. THE **UNIVERSE (#)** IS THE TOTAL POOL OF PERSONS THAT COULD BE AFFECTED.

THE **TARGET (#)** IS THE NUMBER OF APPLICABLE CLIENTS FROM THE UNIVERSE THAT ARE EXPECTED TO ACHIEVE THE MEASURE WITHIN THE OPERATING YEAR. THE **TARGET (#)** IS THE TOTAL NUMBER OF PERSONS FROM THE POOL THAT ARE AFFECTED.

THE **TARGET (%)** IS THE PERCENTAGE OF APPLICABLE CLIENTS FROM THE UNIVERSE THAT ARE EXPECTED TO ACHIEVE THE MEASURE WITHIN THE OPERATING YEAR.

HOUSING MEASURE. PERSONS REMAINING IN PERMANENT HOUSING AT THE END OF THE OPERATING YEAR OR EXITING TO PERMANENT HOUSING DURING THE OPERATING YEAR.

TARGET (#)	UNIVERSE (#)	TARGET (%)

INCOME MEASURE 1. PERSONS (18+) WHO MAINTAIN OR INCREASE THEIR TOTAL INCOME (FROM ALL SOURCES) AS OF THE END OF THE OPERATING YEAR OR PROGRAM EXIT.

TARGET (#)	UNIVERSE (#)	TARGET (%)

INCOME MEASURE 2. PERSONS (18+) WHO MAINTAIN OR INCREASE THEIR EARNED INCOME AS OF THE END OF THE OPERATING YEAR OR PROGRAM EXIT.

TARGET (#)	UNIVERSE (#)	TARGET (%)

FOR PROJECT TYPE B (RAPID REHOUSING) ONLY

HOUSING ASSISTANCE: THE PROJECT WILL PROVIDE THE FOLLOWING TYPE OF HOUSING ASSISTANCE:

☐ TENANT-BASED RENTAL ASSISTANCE

TARGET POPULATION: THE PROJECT WILL EXCLUSIVELY SERVE HOMELESS PERSONS COMING DIRECTLY FROM THE STREETS OR EMERGENCY SHELTER OR HOUSEHOLDS MEETING THE CRITERIA OF PARAGRAPH (4) OF HUD'S DEFINITION OF HOMELESS

☐ YES ☐ NO, SPECIFY TARGET POPULATION:

PROJECTED OUTCOMES

THE **UNIVERSE (#)** IS THE TOTAL NUMBER OF PERSONS ABOUT WHOM THE MEASURE IS EXPECTED TO BE REPORTED. THE **UNIVERSE (#)** IS THE TOTAL POOL OF PERSONS THAT COULD BE AFFECTED.

THE **TARGET (#)** IS THE NUMBER OF APPLICABLE CLIENTS FROM THE UNIVERSE THAT ARE EXPECTED TO ACHIEVE THE MEASURE WITHIN THE OPERATING YEAR. THE **TARGET (#)** IS THE TOTAL NUMBER OF PERSONS FROM THE POOL THAT ARE AFFECTED.

THE **TARGET (%)** IS THE PERCENTAGE OF APPLICABLE CLIENTS FROM THE UNIVERSE THAT ARE EXPECTED TO ACHIEVE THE MEASURE WITHIN THE OPERATING YEAR.

HOUSING MEASURE 1. PERSONS EXITING TO PERMANENT HOUSING DURING THE OPERATING YEAR.

TARGET (#)	UNIVERSE (#)	TARGET (%)

HOUSING MEASURE 2. PERSONS WHO ARE PLACED IN PERMANENT HOUSING WITHIN 30 DAYS OF ENTRY INTO THE PROJECT.

TARGET (#)	UNIVERSE (#)	TARGET (%)
INCOME MEASURE 1. PERSONS (18+) WHO INCREASE THEIR TOTAL INCOME (FROM ALL SOURCES) AS OF THE END OF THE OPERATING YEAR OR PROGRAM EXIT.		
TARGET (#)	UNIVERSE (#)	TARGET (%)
INCOME MEASURE 2. PERSONS (18+) WHO INCREASE THEIR EARNED INCOME AT OF THE END OF THE OPERATING YEAR OR PROGRAM EXIT.		
TARGET (#)	UNIVERSE (#)	TARGET (%)

FOR PROJECT TYPE C (SUPPORTIVE SERVICES + COORDINATED ENTRY) ONLY		
TARGET POPULATION: THE PROJECT WILL EXCLUSIVELY SERVE HOMELESS PERSONS COMING DIRECTLY FROM THE STREETS OR EMERGENCY SHELTER OR HOUSEHOLDS MEETING THE CRITERIA OF PARAGRAPH (4) OF HUD'S DEFINITION OF HOMELESS <input type="checkbox"/> YES <input type="checkbox"/> NO, SPECIFY TARGET POPULATION:		
PROJECTED OUTCOMES THE UNIVERSE (#) IS THE TOTAL NUMBER OF PERSONS ABOUT WHOM THE MEASURE IS EXPECTED TO BE REPORTED. THE UNIVERSE (#) IS THE TOTAL POOL OF PERSONS THAT COULD BE AFFECTED. THE TARGET (#) IS THE NUMBER OF APPLICABLE CLIENTS FROM THE UNIVERSE THAT ARE EXPECTED TO ACHIEVE THE MEASURE WITHIN THE OPERATING YEAR. THE TARGET (#) IS THE TOTAL NUMBER OF PERSONS FROM THE POOL THAT ARE AFFECTED. THE TARGET (%) IS THE PERCENTAGE OF APPLICABLE CLIENTS FROM THE UNIVERSE THAT ARE EXPECTED TO ACHIEVE THE MEASURE WITHIN THE OPERATING YEAR.		
HOUSING MEASURE 1. PERSONS EXITING TO PERMANENT HOUSING DURING THE OPERATING YEAR.		
TARGET (#)	UNIVERSE (#)	TARGET (%)
HOUSING MEASURE 2. PERSONS WHO ARE PLACED IN PERMANENT HOUSING WITHIN 30 DAYS OF ENTRY INTO THE PROJECT.		
TARGET (#)	UNIVERSE (#)	TARGET (%)
INCOME MEASURE 1. PERSONS (18+) WHO INCREASE THEIR TOTAL INCOME (FROM ALL SOURCES) AS OF THE END OF THE OPERATING YEAR OR PROGRAM EXIT.		
TARGET (#)	UNIVERSE (#)	TARGET (%)
INCOME MEASURE 2. PERSONS (18+) WHO INCREASE THEIR EARNED INCOME AT OF THE END OF THE OPERATING YEAR OR PROGRAM EXIT.		
TARGET (#)	UNIVERSE (#)	TARGET (%)

AGENCY EXPERIENCE & CAPACITY

FEDERAL FUNDING: THE AGENCY CURRENTLY OPERATES PROJECT(S) THAT RECEIVE FEDERAL FUNDING. IF YES, LIST AT LEAST ONE (1) PROJECT NAME AND PROGRAM OF A FEDERALLY FUNDED PROJECT CURRENTLY OPERATED BY THE AGENCY.

☐ YES ☐ NO

1. PROJECT NAME: _____	FEDERAL PROGRAM: _____
2. PROJECT NAME: _____	FEDERAL PROGRAM: _____
3. PROJECT NAME: _____	FEDERAL PROGRAM: _____
4. PROJECT NAME: _____	FEDERAL PROGRAM: _____
5. PROJECT NAME: _____	FEDERAL PROGRAM: _____

FINANCIAL MANAGEMENT CAPACITY: THE AGENCY HAS THE CAPACITY TO SUBMIT MONTHLY COST REIMBURSEMENT INVOICES AND TO MEET PROGRAM EXPENSES IN ADVANCE OF REIMBURSEMENT. IF YES, DESCRIBE THE AGENCY'S CAPACITY TO DO SO (LIMIT RESPONSE TO THE SPACE PROVIDED)

☐ YES ☐ NO

PROJECTS FUNDED BY THE CONTINUUM OF CARE (COC) PROGRAM MUST SERVE ONLY HOUSEHOLDS WHO ARE HOMELESS, AS DEFINED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

HOMELESSNESS DOCUMENTATION: THE AGENCY HAS EXPERIENCE DOCUMENTING HOMELESSNESS ACCORDING TO HUD'S DEFINING "HOMELESS" RULE. IF YES, INDICATE THE NUMBER OF YEARS OF EXPERIENCE AND LIST AT LEAST ONE (1) PROJECT NAME AND FUNDING SOURCE OF A PROJECT SERVING HOMELESS HOUSEHOLDS (AS DEFINED BY HUD) CURRENTLY OPERATED BY THE AGENCY.

☐ YES ☐ NO

☐ <1 YEAR ☐ 1 TO 2 YEARS ☐ ≥3 YEARS

1. PROJECT NAME: _____	FUNDING SOURCE: _____
2. PROJECT NAME: _____	FUNDING SOURCE: _____
3. PROJECT NAME: _____	FUNDING SOURCE: _____
4. PROJECT NAME: _____	FUNDING SOURCE: _____
5. PROJECT NAME: _____	FUNDING SOURCE: _____

PERMANENT SUPPORTIVE HOUSING (PSH) ONLY: THE AGENCY HAS EXPERIENCE DOCUMENTING CHRONIC HOMELESSNESS ACCORDING TO HUD'S DEFINITION IN THE COC INTERIM RULE, 24 CFR § 578.3*. IF YES, INDICATE THE NUMBER OF YEARS OF EXPERIENCE AND LIST AT LEAST ONE (1) PROJECT NAME AND FUNDING SOURCE OF A PSH PROJECT SERVING CHRONICALLY HOMELESS HOUSEHOLDS CURRENTLY OPERATED BY THE AGENCY.

**IN ACCORDANCE WITH THE APPLICABLE DEFINITION IN EFFECT AT THE TIME*

☐ YES ☐ NO
☐ <1 YEAR ☐ 1 YEAR ☐ ≥2 YEARS

1. PROJECT NAME:	_____	FUNDING SOURCE:	_____
2. PROJECT NAME:	_____	FUNDING SOURCE:	_____
3. PROJECT NAME:	_____	FUNDING SOURCE:	_____
4. PROJECT NAME:	_____	FUNDING SOURCE:	_____
5. PROJECT NAME:	_____	FUNDING SOURCE:	_____

RAPID REHOUSING (RRH) ONLY: THE AGENCY HAS EXPERIENCE OPERATING A RAPID REHOUSING PROJECT PROVIDING SHORT- AND/OR MEDIUM-TERM TENANT-BASED RENTAL ASSISTANCE. IF YES, INDICATE THE NUMBER OF YEARS OF EXPERIENCE AND LIST AT LEAST ONE (1) PROJECT NAME AND FUNDING SOURCE OF A RRH PROJECT CURRENTLY OPERATED BY THE AGENCY.

☐ YES ☐ NO
☐ <1 YEAR ☐ 1 YEAR ☐ ≥2 YEARS

1. PROJECT NAME:	_____	FUNDING SOURCE:	_____
2. PROJECT NAME:	_____	FUNDING SOURCE:	_____
3. PROJECT NAME:	_____	FUNDING SOURCE:	_____
4. PROJECT NAME:	_____	FUNDING SOURCE:	_____
5. PROJECT NAME:	_____	FUNDING SOURCE:	_____

LOW BARRIER EXPERIENCE: THE AGENCY HAS EXPERIENCE SUCCESSFULLY IMPLEMENTING A PROJECT USING A LOW BARRIER APPROACH. IF YES, LIST AT LEAST ONE (1) PROJECT NAME AND FUNDING SOURCE OF A LOW-BARRIER PROJECT CURRENTLY OPERATED BY THE AGENCY.

☐ YES ☐ NO

1. PROJECT NAME:	_____	FUNDING SOURCE:	_____
2. PROJECT NAME:	_____	FUNDING SOURCE:	_____
3. PROJECT NAME:	_____	FUNDING SOURCE:	_____
4. PROJECT NAME:	_____	FUNDING SOURCE:	_____
5. PROJECT NAME:	_____	FUNDING SOURCE:	_____

HOUSING FIRST EXPERIENCE: THE AGENCY HAS EXPERIENCE SUCCESSFULLY IMPLEMENTING A PROJECT USING A HOUSING FIRST APPROACH. IF YES, LIST AT LEAST ONE (1) PROJECT NAME AND FUNDING SOURCE OF A HOUSING FIRST PROJECT CURRENTLY OPERATED BY THE AGENCY.

☐ YES ☐ NO

1. PROJECT NAME:	_____	FUNDING SOURCE:	_____
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2. PROJECT NAME: _____	FUNDING SOURCE: _____
3. PROJECT NAME: _____	FUNDING SOURCE: _____
MAINSTREAM SERVICES: THE AGENCY HAS EXPERIENCE CONNECTING PARTICIPANTS TO MAINSTREAM SERVICE SYSTEMS. IF YES, LIST AT LEAST ONE (1) SERVICE SYSTEM THAT THE AGENCY CONSISTENTLY CONNECTS PARTICIPANTS TO.	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
1. SERVICE SYSTEM: _____	2. SERVICE SYSTEM: _____
3. SERVICE SYSTEM: _____	4. SERVICE SYSTEM: _____
5. SERVICE SYSTEM: _____	6. SERVICE SYSTEM: _____
CULTURALLY COMPETENT SERVICES: THE AGENCY CONDUCTS OR PROVIDES ACCESS TO CULTURAL COMPETENCY TRAINING FOR ALL STAFF ON A REGULAR BASIS (NO LESS THAN ONCE EVERY THREE (3) YEARS)	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, DESCRIBE THE TRAINING(S), INCLUDING THE FREQUENCY (LIMIT RESPONSE TO THE SPACE PROVIDED)	
CULTURALLY COMPETENT SERVICES: THE AGENCY EVALUATES AND MODIFIES THE WAY IN WHICH ITS SERVICES ARE ACCESSIBLE (LANGUAGE, LOCATION, DELIVERY STYLE) TO POPULATIONS WHOSE MODES OF ENGAGEMENT ARE DIFFERENT THAN THE MAJORITY POPULATION	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, DESCRIBE THE EVALUATION/MODIFICATION PROCESS AND HOW SERVICES ARE MADE ACCESSIBLE (LIMIT RESPONSE TO THE SPACE PROVIDED)	
CULTURALLY COMPETENT SERVICES: THE AGENCY IDENTIFIES SPECIFIC CULTURALLY-BASED NEEDS OF POPULATIONS AND MODIFIES THE SERVICES DELIVERED IN ORDER TO MEET THOSE NEEDS, INCLUDING ACQUIRING AND INSTITUTIONALIZING CULTURAL KNOWLEDGE	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, DESCRIBE HOW THE AGENCY IDENTIFIES THESE NEEDS AND MODIFIES SERVICES (LIMIT RESPONSE TO THE SPACE PROVIDED)	
CULTURALLY COMPETENT SERVICES: THE AGENCY PERIODICALLY CONDUCTS A SELF-ASSESSMENT AND REVIEWS ITS CULTURAL COMPETENCY, INCLUDING OBTAINING INPUT FROM CLIENT AND NON-CLIENT CULTURALLY DIVERSE POPULATIONS	

AND KEY STAKEHOLDERS.

☐ YES ☐ NO

IF YES, DESCRIBE THE SELF-ASSESSMENT PROCESS, INCLUDING THE FREQUENCY AND HOW INPUT IS OBTAINED (LIMIT RESPONSE TO THE SPACE PROVIDED)

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS): THE AGENCY WAS REQUIRED TO PARTICIPATE IN THE SLO COUNTY HMIS IN CALENDAR YEAR 2015 (JANUARY 1, 2015 TO DECEMBER 31, 2015)

☐ YES ☐ NO

COMMUNITY PARTICIPATION: THE AGENCY PARTICIPATES IN THE FOLLOWING COMMITTEES, GROUPS, OR MEETINGS. CHECK ALL THAT APPLY. ALSO INDICATE WHETHER THE AGENCY PLAYS A LEAD ROLE. FOR RECURRING MEETINGS, THE EXPECTATION IS THAT BOXES ARE CHECKED ONLY WHERE THE AGENCY IS PRESENT $\geq 75\%$ OF MEETINGS.

☐ HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC) (EVERY OTHER MONTH)

☐ HSOC – SUB-COMMITTEE _____

☐ HSOC – SUB-COMMITTEE _____

☐ HSOC – SUB-COMMITTEE _____

☐ MCKINNEY-VENTO EDUCATION MEETINGS (QUARTERLY) ☐ LEAD ROLE

☐ POINT IN TIME PLANNING COMMITTEE (APPROX. 4X ANNUALLY) ☐ LEAD ROLE

☐ POINT IN TIME COUNT (1X ANNUALLY) ☐ LEAD ROLE

☐ VETERAN PROVIDERS ☐ LEAD ROLE

☐ OTHER (EXPLAIN) (FREQUENCY: BI-MONTHLY) _____

☐ OTHER (EXPLAIN) (FREQUENCY: QUARTERLY) _____

☐ OTHER (EXPLAIN) (FREQUENCY: ANNUALLY) _____

AUTHORIZED SIGNATURE OF APPLICANT: TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS LOCAL APPLICATION IS TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT WHO WILL COMPLY WITH ALL CONTRACTUAL OBLIGATIONS IF THE PROPOSAL IS AWARDED FUNDING. BY SIGNING BELOW, I HEREBY CERTIFY THAT THE AGENCY DOES NOT HAVE ANY OUTSTANDING MONITORING OR AUDIT FINDINGS FROM ANY FEDERAL, STATE, OR LOCAL ENTITY.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TYPED NAME: _____ DATE SIGNED: _____

TITLE: _____

LOCAL APPLICATIONS FOR NEW PROJECTS MUST BE RECEIVED BY 5:00 PM ON FRIDAY, JULY 29, 2016

FY2016 SLO County CoC Application Rating Criteria - Renewal Projects

Project Name: _____

HSOC Subcomm Rec

Time Period of Last APR: 14/15

Number of Clients Served in Last APR: _____

Number of Clients that Left: _____

Project Eligibility Threshold	Yes	No
THRESHOLD REVIEW		
<p>The population to be served meets program eligibility requirements as described in the Act, and the project application clearly establishes eligibility of project applicants. This includes the following additional eligibility criteria for certain types of projects:</p> <p><i>The only persons who may be served by any non-dedicated permanent supportive housing beds are those who come from the streets, emergency shelters, safe havens, institutions, or transitional housing, and (i) Homeless individuals and homeless households with children coming from transitional housing must have originally come from the streets or emergency shelters, (ii) Homeless individuals and homeless households with children with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing. As participants leave currently operating projects, participants who meet this eligibility standard must replace them, (iii) Persons exiting institutions where they resided for 90 days or less, and came from the streets, emergency shelter, or safe havens immediately prior to entering the institution are also eligible for PSH.</i></p>		
<p>The only persons who may be served by dedicated or prioritized permanent supportive housing beds are chronically homeless persons as defined in 24 CFR 578.3. Persons in transitional housing are not considered to be chronically homeless even if they met the criteria prior to entering the transitional housing program.</p>		
<p>Renewal projects originally funded under the Samaritan Housing Initiative continue to exclusively serve the chronically homeless, unless there are no chronically homeless within the CoC geographic area. CoCs should not hold units vacant, but instead prioritize other vulnerable and eligible households.</p>		
<p>Renewal projects originally funded under the Permanent Supportive Housing Bonus in previous years continue to serve the homeless population in accordance with the respective NOFA under which it was originally awarded.</p>		
<p>The project is cost-effective, including costs of construction, operations, and supportive services, with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.</p>		
<p>The applicants administer their programs or activities in the most integrated setting appropriate to the needs of qualified homeless with disabilities. This means that programs or activities must be offered in a setting that enables the homeless with disabilities to interact with others without disabilities to the fullest extent possible.</p>		

The project's performance met the plans and goals established in the initial application as amended.		
The project's applicant demonstrated all timeliness standards for grants renewed		
The project applicant's performance in assisting program participants to achieve an maintain independent living shows record of success.		
History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.		
Performance	Points Available	Points Allocated
Reducing Barriers to Housing		
Low barrier project; project allowing entry to program participants that include low or no income, current or past substance use, criminal records - with the exceptions of restrictions imposed by federal, state or local law or ordinance (e.g., restrictions on serving people who are listed on sex offender registries), and history of domestic violence. Demonstrate that at least 75% of the project application commit to operating as low barrier. Any project that indicates it is low barrier will be required to operate as a low barrier project.	6	
Housing First for Permanent Housing		
Demonstrate that at least 75% of the permanent housing and transitional housing projects commit to use of the Housing First model described in section III.A.3.e. of the NOFA. Any project application indicating a Housing First approach and is reviewed, approved, and ranked by the CoC that is awarded FY 2015 CoC Program funds will be required to operate as a Housing First project.	6	
Mainstream Benefits		
Demonstrate that applicant is systematically keeping program staff up-to-date regarding mainstream resources available for homeless program participants, collaboration with healthcare organizations to assist homeless program participants to enroll in health insurance, and assistance with the effective utilization of available healthcare benefits.	2	
Successful Permanent Housing Placement or Retention		
At least 80% of CoC Program participants either remained in permanent housing, or exited to permanent housing for at least 12 months.	8	
Jobs and Income Growth		
Success in increased program income from employment and non-employment sources.	5	
Ending Chronic Homelessness		
Chronically Homeless individuals and families will be prioritized in permanent supportive housing that is not dedicated for chronically homeless individuals and families. At least 85% of CoC program funded permanent supportive housing beds that become available through turnover must be prioritized for chronically homeless individuals and families.	3	

Increase or maintain total number of PSH beds that were identified as dedicated for use by chronically homeless individuals and families in the 2016 HIC, as compared to those identified in the 2015 HIC	2	
Ending Homelessness Among Households with Children		
Prioritize households with children based on need, including factors such as: vulnerability to victimization, number of previous homeless episodes, unsheltered homeless, criminal history, bad credit or rental history	3	
Permanent Supportive Housing project does not deny admission to or separate family members when they enter shelter or housing	2	
Ending Youth Homelessness		
Demonstrate an increase, as recorded in the HMIS data field "residence prior to entry" from October 1, 2014 through September 30, 2015, in the number of unaccompanied homeless youth (up to age 24) served who were residing on the streets or in places not meant for human habitation prior to entering a homeless project.	3	
Ending Veteran Homelessness		
Demonstrates that resources serve veterans who are not eligible for homeless assistance through the U.S. Department of Veterans Affairs Programs.	3	
<i>Subtotal</i>	43	0
Leveraging	Points Available	Points Allocated
Demonstrates the extent to which the amount of assistance to be provided to the Subrecipient will be supplemented with resources from other public/private sources, including mainstream programs.	2	
<i>Subtotal</i>	2	0
HMIS	Points Available	Points Allocated
Data Quality		
Have below 10% null or missing values and 10% of refused or unknown records as recorded in the HMIS.	2	
<i>Subtotal</i>	4	0
County Criteria	Points Available	Points Allocated
Capacity of the organization to implement the project (adequate staffing, experience preparing grant applications and implementing projects involving federal regulations).	4	
<i>Subtotal</i>	4	0
TOTAL POINTS	53	

FY2016 SLO County CoC Application Rating Criteria - New Permanent Housing Projects

Project Name: _____

HSOC Subcommittee Rec

Proposed Start and End Dates: _____

Number of Beds Proposed: _____

Project Eligibility Threshold	Yes	No
THRESHOLD REVIEW		
Project applicants and potential subrecipients must meet the eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility required in the application (e.g., nonprofit documentation)		
Project applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application, and to administer Federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds for renewing projects or other federal funds.		
Project applicants must submit the required certifications as specified in the NOFA.		
<p>Population to be served must meet program eligibility requirements as described in the Act, and the project application must clearly establish eligibility of project applicants.</p> <p>a. The only persons who may be served by any non-dedicated supportive housing beds are those who come from the streets, emergency shelters, safe havens, institutions, or transitional housing.</p> <p>i) homeless individual and families coming from transitional housing must have originally come from the streets or emergency shelters</p> <p>ii) homeless individuals and families with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions and are living in transitional housing are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing,</p> <p>iii) persons exiting institutions where they resided</p> <p>b. The only persons who may be served by dedicated or prioritized permanent supportive housing beds are chronically homeless individuals and families as defined in 24 CFR 578.3</p> <p>c. Project must be cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity</p>		
PROJECT QUALITY THRESHOLD		
Permanent Supportive Housing project must receive at least 3 out of 5 points to qualify as a new project		
The type, scale and location of the housing fit the needs of the program participants	1	
Supportive services offered to program participants will ensure successful retention or help obtain permanent housing	1	

Specific plan exists/or is created for ensuring program participants will be individually assisted to obtain the benefits of the mainstream health, social and employment programs for which they are eligible to apply meets the needs of program participants	1	
Program participants are assisted to obtain and remain in permanent housing in a manner that fits their social need	1	
75% of the proposed program participants come from the street or other locations not meant for human habitation, emergency shelters, safe havens or fleeing domestic violence	1	
<i>Subtotal</i>	5	0
Performance	Points Available	Points Allocated
Reducing Barriers to Housing		
Low barrier project; project allowing entry to program participants that include low or no income, current or past substance use, criminal records - with the exceptions of restrictions imposed by federal, state or local law or ordinance (e.g., restrictions on serving people who are listed on sex offender registries), and history of domestic violence. Demonstrate that at least 75% of the project application commit to operating as low barrier. Any project that indicates it is low barrier and is reviewed, approved, and ranked by the CoC and is awarded FY 2016 CoC Program funds will be required to operate as a low barrier project.	6	
Housing First for Permanent Housing		
Demonstrates that at least 75% of the permanent housing and transitional housing projects commit to use of the Housing First model described in section III.A.3.e. of the NOFA. Any project application indicating a Housing First approach and is reviewed, approved, and ranked by the CoC that is awarded FY 2016 CoC Program funds will be required to operate as a Housing First project.	6	
Mainstream Benefits		
Demonstrate that applicant is systematically keeping program staff up-to-date regarding mainstream resources available for homeless program participants, collaboration with healthcare organizations to assist homeless program participants to enroll in health insurance, and assistance with the effective utilization of available healthcare benefits.	2	
Permanent Housing Placement or Retention		
Projected outcomes for target placement into housing is at least 80%	8	
Jobs and Income Growth		
Success in increased program income from employment and non-employment sources.	5	
Ending Chronic Homelessness		
Chronically Homeless individuals and families will be prioritized in permanent supportive housing that is not dedicated for chronically homeless individuals and families. At least 85% of CoC program funded permanent supportive housing beds that become available through turnover must be prioritized for chronically homeless individuals and families.	3	
Ending Homelessness Among Households with Children		

Prioritizes households with children based on need, including factors such as: vulnerability to victimization, number of previous homeless episodes, unsheltered homeless, criminal history, bad credit or rental history	3	
Permanent Supportive Housing project does not deny admission to or separate family members when they enter shelter or housing	2	
Ending Youth Homelessness		
Demonstrate an increase, as recorded in the HMIS data field "residence prior to entry" from October 1, 2013 through September 30, 2014, in the number of unaccompanied homeless youth (up to age 24) served who were residing on the streets or in places not meant for human habitation prior to entering a homeless project.	5	
Ending Veteran Homelessness		
Demonstrates that resources serve veterans who are not eligible for homeless assistance through the U.S. Department of Veterans Affairs Programs.	2	
<i>Subtotal</i>	42	0
Leveraging	Points Available	Points Allocated
Demonstrates the extent to which the amount of assistance to be provided to the Subrecipient will be supplemented with resources from other public/private sources, including mainstream programs. CoCs that have 100% participation in leveraging from all project applications (including only those projects with commitment letter(s) on file dated within 60 days of the CoC application deadline) and that have at a minimum 150% leveraging will receive the maximum points.	5	
<i>Subtotal</i>	5	0
HMIS	Points Available	Points Allocated
Data Quality		
Organization already participating in HMIS or anticipates participating in HMIS; demonstrates capacity for record-keeping	2	
<i>Subtotal</i>	2	0
County Criteria	Points Available	Points Allocated
Capacity of the organization to implement the project (adequate staffing, experience preparing grant applications and implementing projects involving federal regulations).	4	
<i>Subtotal</i>	4	0
TOTAL POINTS	53	

FY2016 SLO County CoC Application Rating Criteria - New Supportive Services Projects

Project Name: _____

HSOC Subcommittee Rec

Proposed Start and End Dates: _____

Number of Beds Proposed: _____

Project Eligibility Threshold	Yes	No
THRESHOLD REVIEW		
Project applicants and potential subrecipient must meet the eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility required in the application (e.g., nonprofit documentation)		
Project applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer Federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds for renewing projects or other federal funds.		
Project applicants must submit the required certifications as specified in the NOFA.		
<p>Population to be served must meet program eligibility requirements as described in the Act, and the project application must clearly establish eligibility of project applicants.</p> <p>a. The only persons who may be served by any non-dedicated supportive housing beds are those who come from the streets, emergency shelters, safe havens, institutions, or transitional housing.</p> <p>i) homeless individual and families coming from transitional housing must have originally come from the streets or emergency shelters</p> <p>ii) homeless individuals and families with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions and are living in transitional housing are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing,</p> <p>iii) persons exiting institutions where they resided</p> <p>b. The only persons who may be served by dedicated or prioritized permanent supportive housing beds are chronically homeless individuals and families as defined in 24 CFR 578.3</p> <p>c. Project must be cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity</p>		
PROJECT QUALITY THRESHOLD		
New Supportive Services Only projects for Centralized or Coordinated Assessment Systems must receive 2 out of 4 points		
Coordinated Entry/Assessment System is easily accessible for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance	1	
Strategy for advertising the program designed specifically to reach high-barrier homeless persons	1	

Standardized assessment process	1	
Program ensures that program participants are directed to appropriate housing and services that fit their needs	1	
<i>Subtotal</i>	4	
Performance	Points Available	Points Allocated
Reducing Barriers to Housing		
Low barrier project; project allowing entry to program participants that include low or no income, current or past substance use, criminal records - with the exceptions of restrictions imposed by federal, state or local law or ordinance (e.g., restrictions on serving people who are listed on sex offender registries), and history of domestic violence. Demonstrate that at least 75% of the project application commit to operating as low barrier. Any project that indicates low barrier and is reviewed, approved, and ranked by the CoC will be required to operate as a low barrier project.	6	
Housing First for Permanent Housing		
Commit to use of the Housing First model described in section III.A.3.e. of the NOFA. Any project application indicating a Housing First approach will be required to operate as a Housing First project.	6	
Mainstream Benefits		
Demonstrates that applicant is systematically keeping program staff up-to-date regarding mainstream resources available for homeless program participants, collaboration with healthcare organizations to assist homeless program participants to enroll in health insurance, and assistance with the effective utilization of available healthcare benefits.	4	
Coordinated Entry/Assessment Strategy		
Program outlines plan to ensure that program participants are directed to appropriate housing and services that fit their needs	4	
Strategy is comprehensive and culturally competent; designed specifically to reach high-barrier persons	4	
Jobs and Income Growth		
Projected outcomes in increased program income from employment and non-employment sources.	4	
Ending Chronic Homelessness		
Chronically Homeless individuals and families will be prioritized in permanent supportive housing that is not dedicated for chronically homeless individuals and families.	3	
Ending Homelessness Among Households with Children		
Prioritizes households with children based on need, including factors such as: vulnerability to victimization, number of previous homeless episodes, unsheltered homeless, criminal history, bad credit or rental history	3	
Project does not deny admission to or separate family members when they enter shelter or housing	3	
Ending Youth Homelessness		

Demonstrate an increase, as recorded in the HMIS data field "residence prior to entry" from October 1, 2013 through September 30, 2014, in the number of unaccompanied homeless youth (up to age 24) served who were residing on the streets or in places not meant for human habitation prior to entering a homeless project.	3	
Ending Veteran Homelessness		
Demonstrates that resources serve veterans who are not eligible for homeless assistance through the U.S. Department of Veterans Affairs Programs.	3	
<i>Subtotal</i>	43	0
Leveraging	Points Available	Points Allocated
Demonstrates the extent to which the amount of assistance to be provided to the Subrecipient will be supplemented with resources from other public/private sources, including mainstream programs. CoCs that have 100% participation in leveraging from all project applications (including only those projects with commitment letter(s) on file dated within 60 days of the CoC application deadline) and that have at a minimum 150% leveraging will receive the maximum points.	4	
<i>Subtotal</i>	4	0
HMIS	Points Available	Points Allocated
Data Quality		
Organization already participating in HMIS or anticipates participating in HMIS; demonstrates capacity for record-keeping	2	
<i>Subtotal</i>	2	0
County Criteria	Points Available	Points Allocated
Capacity of the organization to implement the project (adequate staffing, experience preparing grant applications and implementing projects involving federal regulations).	4	
<i>Subtotal</i>	4	0
TOTAL POINTS	53	



Planning & Building

James A. Bergman
Director

Bill Robeson
Deputy Director, Permitting

Trevor Keith
Deputy Director, Policies and Programs

- ▶ Building Division
- ▶ Forms & Documents
- ▶ Land Planning
- ▶ Native Tree Interim Zoning/Urgency Ordinance
- ▶ New Water Requirements
- ▶ Permits
- ▶ PermitView
- ▶ Site Map
- ▶ Zoning & Maps

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Housing Grants

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CDBG, HOME, and ESG Programs

The Urban County of San Luis Obispo is a partnership among the cities of Arroyo Grande, Atascadero, Morro Bay, Paso Robles, Pismo Beach, San Luis Obispo, and the County of San Luis Obispo. This partnership receives grant funds under the CDBG, HOME, and ESG programs from the U.S. Department of Housing and Urban Development.

The goal of the federal CDBG, HOME, and ESG programs is to financially help community-based projects that provide social services, affordable housing, and public facilities to benefit low income households and homeless populations.

We value your input on community development and affordable housing needs. Please complete the "Needs" survey to help us determine the community needs

Guidelines and Regulations

Community Development Block Grant (CDBG)

The regulations governing the CDBG program can be found in Title 24 of the Code of Federal Regulations, Part 570.

[Guidelines](#)
[Regulations](#)

HOME Investment Partnership (HOME)

The regulations governing the HOME program can be found in Title 24 of the Code of Federal Regulations, Part 92.

[Guidelines](#)
[Regulations](#)

Emergency Solutions Grant (ESG)

The regulations governing the ESG program can be found in Title 24 of the Code of Federal Regulations, Part 576.

[Regulations](#)
[State ESG Request for Proposals - Released April 8, 2016](#)

Continuum of Care Grants

The Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2016 Continuum of Care (CoC) Program Competition has been posted to the FY 2016 CoC Program Competition: Funding Availability page (<https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>) on the HUD Exchange.

The FY 2016 CoC Program Competition is administered under the CoC Program interim rule (24 CFR part 578) and covers the application and award process for the FY 2016 CoC Program funds. Eligible CoC program components include Permanent Housing, Transitional Housing, Supportive Services/Coordinated Entry, and HMIS. Interested project applicants are encouraged to read the NOFA document and to attend the informational meeting for more information on this year's competition priorities. The public information meeting will be held on Friday, July 15, 2016 at 1:00 pm in the San Luis Obispo Library Conference Room located at 995 Palm Street, San Luis Obispo, CA 93408.

The local application and rating criteria will be made available no later than July 8, and the tentative local competition deadline submission is July 29, 2016. The due date is subject to change based on Board of Supervisors hearing date availability.

For further information, please contact Ivana Yeung at iyeung@co.slo.ca.us or (805) 781-4099. Applicants may also refer to the Homeless Services Oversight Council website at <http://slohomeless.com> for additional updates and details on the program competition.

Application Milestones

RFP and Application Available: 8 July 2016

RFP Published to Tribune: 7 July 2016

[Informational Meeting at SLO County Library: 1:30 pm, 15 July 2016](#)

Local Application Deadline: 5:00pm, 29 July 2016

[RFP and Application for Tier 2 and Bonus Projects Re-Opened: 22 August 2016](#)

Informational Meeting at Department of Social Services, Room 101: 10am, 23 August 2016

Local Application Deadline for Tier 2 and Bonus Projects: 24 August 2016

Board of Supervisors Hearing-Consent Item to Submit CoC Application: 13 September 2016

Consolidated County CoC Application due to HUD – Final Deadline: 5:00pm, 14 September 2016

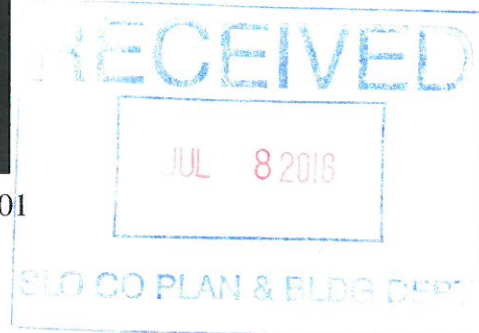
[Local Applications](#)

[Rating Criteria for FY 2016 Applications - 26 July 2016](#)

[FY 2016 Ranking and Reallocation Policy - 26 July 2016](#)



1010 Marsh St., San Luis Obispo, CA 93401
(805) 546-8208 • FAX (805) 546-8641



PROOF OF PUBLICATION (2015.5 C.C.P.)

STATE OF CALIFORNIA,

County of San Luis Obispo,

I am a citizen of the United States and a resident of the county aforesaid; I am over the age of eighteen years, and not a party interested in the above entitled matter. I am the principal clerk of the printer of the *New Times*, a newspaper of general circulation, printed and published weekly in the City of San Luis Obispo, County of San Luis Obispo, and which has been adjudged a newspaper of general circulation by the Superior Court of the County of San Luis Obispo, State of California, under the date of February 5, 1993, Case number CV72789; that notice of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

July 7
in the year 2016.

I certify (or declare) under the the penalty of perjury that the foregoing is true and correct.

Dated at San Luis Obispo, California, this
day 7 of July, 2016.

Patricia Horton
Patricia Horton, New Times Legals

Proof of Publication of

REQUEST FOR PROPOSALS AND NOTICE OF INTEREST MEETING REQUEST FOR PROPOSALS AND INTEREST MEETING FOR THE URBAN COUNTY OF SAN LUIS OBISPO - FY 2016 CONTINUUM OF CARE PROGRAM • FY 2015 CONTINUUM OF CARE PROGRAM APPLICATIONS

The County of San Luis Obispo is requesting proposals for the 2016 Continuum of Care Program

competition administered by the U.S. Department of Housing and Urban Development (HUD).

HUD encourages prioritizing projects that address the goals of Ending Chronic Homelessness, Youth Homelessness, Veteran Homelessness, and utilize a Housing First approach. Eligible CoC program components include permanent housing, transitional housing, supportive services with Coordinated Entry, and Homeless Management Information System ("HMIS"). Eligible activities under each of the components vary, but overall include: acquisition, rehabilitation, new construction, leasing, rental assistance, operating costs, supportive services, and HMIS.

Any group or organization wishing to apply for grant funding must submit an application for a project meeting the criteria established by HUD for the CoC program. The application and rating criteria will be available by no later than Friday, July 8, 2016 through the Homeless Services Oversight Council website: <http://slohomeless.com/>. Interested applicants may also obtain a copy of the application by contacting the grant administrator, Ivana Yeung.

A public meeting for interested agencies and persons will be held on Friday, July 15 at 1:00 pm in the San Luis Obispo Library Conference Room located at 995 Palm Street, San Luis Obispo, California 93048.

Questions or Need

Additional Information?

Submit Application to:

Ivana Yeung, Planner II
(805) 781-4099
iyeung@co.slo.ca.us

Ivana Yeung, Planner II
Department of
Planning and Building
976 Osos Street, Room 300
San Luis Obispo,
California 93408

Deadline: Friday,
July 29, at 5:00 pm
(no postmarks
accepted)

or email: iyeung@co.slo.ca.us

July 7, 2016

Fri 7/8/2016 11:53 AM

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Hello Homeless Services Oversight Council and Affiliates,

The Local Application for the FY2016 Continuum of Care Competition is now available at the SLO County Planning Department website:

http://www.slocounty.ca.gov/planning/Housing_and_Economic_Development/housinggrants.htm

SLO County Housing and Economic Development Grants

www.slocounty.ca.gov

Continuum of Care Grants. The Continuum of Care (CoC) in San Luis Obispo County consists of a variety of agencies and services that assist homeless clients in the County.

Please contact me if your organization wishes to view a .docx copy of the Request for Proposal + Local Application.

Interested project applicants are encouraged to read the NOFA document and to attend the informational meeting for more information on this year's competition priorities. [The public information meeting will be held on Friday, July 15, 2016 at 1:00 pm](#) in the San Luis Obispo Library Conference Room located at 995 Palm Street, San Luis Obispo, CA 93408.

Thank you,

Ivana Yeung, AICP

Planner, Housing and Economic Development
(805) 781-4099

[SLO County Planning and Building Department](#)

From: Ivana Yeung

Sent: Tuesday, July 5, 2016 11:39 AM

To: HSOC FULL Distribution List

Subject: The FY 2016 CoC Program Competition is Now Open

Hello Homeless Services Oversight Council and Affiliates,

The Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2016 Continuum of Care (CoC) Program Competition has been posted to the [FY 2016 CoC Program Competition: Funding Availability page](https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/) (<https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>) on the HUD Exchange.

The FY 2016 CoC Program Competition is administered under the CoC Program interim rule (24 CFR part 578) and covers the application and award process for the FY 2016 CoC Program funds. Eligible CoC program components include Permanent Housing, Transitional Housing, Supportive Services/Coordinated Entry, and HMIS. Interested project applicants are encouraged to read the NOFA document and to attend the informational meeting for more information on this year's competition priorities. [The public information meeting will be held on Friday, July 15, 2016 at 1:00 pm](#) in the San Luis Obispo Library Conference Room located at 995 Palm Street, San Luis Obispo, CA 93408.

The local application and rating criteria will be made available no later than **July 8**, and the tentative local competition deadline submission is **July 29, 2016**. *The due date is subject to change based on Board of Supervisors hearing date availability.*

For further information, please contact me at iyeung@co.slo.ca.us or (805) 781-4099. Please also check the Homeless Services Oversight Council website at <http://slohomeless.com> for updates and details on the program competition.

San Luis Obispo Homeless Services Oversight Council ...

slohomeless.com

Are you homeless or looking for local resources for a person who is homeless? Download the Community Resource Card for specific information on local food banks ...

Ivana Yeung, AICP

Planner, Housing and Economic Development
(805) 781-4099

[SLO County Planning and Building Department](#)

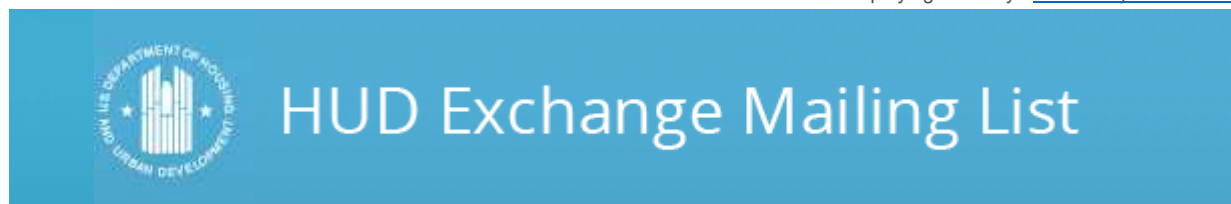
From: HUD Exchange Mailing List <news@hudexchange.info>

Sent: Wednesday, June 29, 2016 9:46 AM

To: Ivana Yeung

Subject: The FY 2016 CoC Program Competition is Now Open

Is this email not displaying correctly? [View it in your browser.](#)



The FY 2016 CoC Program Competition is Now Open

The Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2016 Continuum of Care (CoC) Program Competition has been posted to the [FY 2016 CoC Program Competition: Funding Availability page](#) on the HUD Exchange.

Submission Deadline: Wednesday, September 14, 2016 at 7:59:59 PM EDT

- The FY 2016 CoC Program Competition is administered under the CoC Program interim rule (24 CFR part 578) and covers the application and award process for the FY 2016 CoC Program funds.
- The electronic application, *e-snaps*, is **not yet available**. HUD strongly encourages CoCs, Collaborative Applicants, project applicants, and stakeholders to use the time before *e-snaps* opens to:
 - Carefully and thoroughly read the FY 2016 CoC Program Competition NOFA to clearly understand what has changed from last year; and
 - Begin to plan local competitions based on the information, new and changed, from the previous competition, provided in the FY 2016 CoC Program Competition NOFA.
- An announcement will be made on the [FY 2016 CoC Program Competition: Funding Availability page](#) on the HUD Exchange and via listserv message when the *e-snaps* is available. For your planning purposes, we anticipate this will occur sometime after July 6, 2016.
- HUD will issue a Preliminary Annual Renewal Demand (ARD) Report that includes each CoC's Preliminary Pro Rata Need (PPRN) and ARD amounts no earlier than July 8, 2016, followed by a final ARD Report no earlier than August 5, 2016 that will include each CoC's PPRN, ARD, CoC Planning, and Permanent Housing Bonus amounts available.

What's New and Special Considerations for the FY 2016 CoC Program Competition

The list below highlights some important information about what has changed, what is new, and special considerations that CoCs should make while planning for the FY 2016 CoC Program Competition. This list is not exhaustive, so please plan to watch the upcoming 2016 NOFA Broadcast and read the Competition Focus Messages for additional information.

- Tier 1 is now 93 percent of the CoC's ARD amount, up from the 85 percent in the FY 2015 CoC Program Competition, which means CoCs will have an

opportunity to protect more of the higher priority projects.

- The amount available for the FY 2016 Permanent Housing Bonus is 5 percent of the CoC's Final Pro Rata Need (FPRN), which allows HUD to provide permanent housing bonus funding to more CoCs.
- Tier 2 project-level scoring has been revised to include:
 - Up to 50 points based on CoC Application score;
 - Up to 35 points based on where the CoC ranks a project in Tier 2 in the local ranking process;
 - Up to 5 points based on the type of project in Tier 2; and
 - Up to 10 points based on each Tier 2 project's commitment to a Housing First approach. It is important to note that any project that identifies through the project application as Housing First will be required to operate as such.
- After several years of preparing for and providing information on performance measures, this is the first Competition where CoCs will be rated for submitting system performance measures, which will be worth 10 points. You can find more information about the [System Performance Measures](#) on the HUD Exchange.
- The local ranking process continues to be crucial to making the CoC program as effective as possible. CoCs should use objective, performance-based criteria to rate projects and should consider both the need to serve particular populations (for example, survivors of domestic violence, youth, and persons with substance use disorders) of people experiencing homelessness and the effectiveness of their projects in reducing homelessness.

HUD strongly encourages CoCs to consider the needs of special populations when making local ranking decisions. In particular, HUD has received many questions about transitional housing (TH) projects that serve people fleeing domestic violence. HUD recognizes that in many communities CoC-funded domestic violence programs are vital, particularly in those places where there are no other projects serving people fleeing domestic violence within a reasonable distance. We encourage CoCs to ensure that these programs are reviewed and ranked with special attention to the needs of the population in mind and that these programs are not unfairly disadvantaged in the local decision-making process. However, we also want to ensure that like all CoC-funded projects, projects serving people fleeing domestic violence are as effective as possible, and we encourage CoCs, when they have TH projects serving households fleeing domestic violence that are lower performing, to reallocate to other types of projects serving people fleeing domestic violence. HUD will release an additional message on this issue shortly.

Listserv Communications

All information related to the FY 2016 CoC Program Competition is communicated via the HUD Exchange Mailing List. Join the mailing list to receive important updates and reminders.

If you are aware or suspect that the Collaborative Applicant, CoC members, or interested stakeholders are not currently receiving these listserv messages, please forward the following link, <https://www.hudexchange.info/maillinglist/>, to them to register for the listserv messages as this is the only form of communication used by HUD to the public.

If you have questions related to subscribing to the HUD Exchange mailing list or have issues receiving listserv messages in your inbox please contact info@hudexchange.info. Please be sure to add news@hudexchange.info and info@hudexchange.info to your contact list or safe senders list. This ensures that messages from the HUD Exchange go to your inbox and are not filtered to your spam or junk folder.

Questions

If you have questions pertaining to *e-snaps* technical issues, please submit your questions to the *e-snaps* [Ask A Question \(AAQ\) portal](#) on the HUD Exchange website. To submit a question to the *e-snaps* AAQ portal, select “*e-snaps*” from the “My question is related to” drop down list on Step 2 of the question submission process.

If you have questions related to the CoC Program interim rule or a policy related question, please submit your questions to the [CoC Program AAQ portal](#). To submit a question to the CoC Program AAQ portal, select “CoC Program” from the “My question is related to” drop down list on Step 2 of the question submission process.

The AAQ portal accepts question submissions 24/7. However, responses are usually provided between 8:00 AM and 5:00 PM Eastern Time, Monday through Friday, except for weekends and federal holidays. Additionally, per the FY 2016 CoC Program Competition NOFA, starting 2 days prior to the application deadline for FY 2016 funds, the AAQ will respond only to emergency technical support questions up to the deadline of Wednesday, September 14, 2016 at 7:59:59 PM EDT.



Visit the HUD Exchange at <https://www.hudexchange.info>

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U.S. Department of Housing and Urban Development | 451 7th Street S.W. | Washington | D.C. | 20410

SAN LUIS OBISPO COUNTY
PLANNING AND BUILDING DEPARTMENT



FY2016 CONTINUUM OF CARE

Ranking and Reallocation Procedures

July 22, 2016



2016 CONTINUUM OF CARE PROGRAM: REALLOCATION POLICY AND PROCEDURE

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING

976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

INTRODUCTION

The U.S. Department of Housing and Urban Development (HUD) conducts an annual CoC Program national competition. San Luis Obispo County Planning Department is the lead agency responsible for completing and submitting the application on behalf of the San Luis Obispo County CoC (CA-614).

HUD encourages CoCs to prioritize projects that address the goals of Ending Chronic Homelessness, Youth Homelessness, Veteran Homelessness, and utilize a Housing First approach. Recent guidance in the CoC Competition is steering CoCs to reallocate funds from existing CoC projects that are underutilized, cost-ineffective, under-performing, or obsolete in order to create new Permanent Supportive Housing projects or Rapid Re-Housing projects.

For the FY 2016 Continuum of Care Program Competition, HUD's Policy Priorities as articulated in HUD's Strategic Plan and *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (Opening Doors)* include the priority of Strategic Resource Allocation. HUD strongly encourages CoCs to reallocate renewal funds wherever reallocation would reduce homelessness. San Luis Obispo County CoC's Policy and Procedure for Reallocation will be based on 1) *Performance Measures* as specified in the annual HUD NOFA and 2) *Project Application*. Where the CoC Scoring Committee finds that the renewal project is not performing to full efficacy, a reallocation of funds will be considered. As part of the strategy for funding valuable projects, San Luis Obispo County CoC will select projects that best align with CoC funding priorities.

Reallocation for New Projects

Applications for new projects will be considered only from entities that have submitted a Local Application by the deadline and are proposing, in alignment with HUD priorities:

- A) Permanent Supportive Housing (PSH) dedicated to serving chronically homeless individuals, including unaccompanied youth, and/or families; or
- B) Rapid Rehousing (RRH) dedicated to serving homeless individuals, including unaccompanied youth, and/or families coming directly from the streets or emergency shelter, or individuals and/or families who meet the criteria of paragraph (4) of HUD's definition of homeless.
- C) Supportive Services as a Coordinated Entry Point dedicated to serving chronically homeless individuals, including unaccompanied youth, and/or families.

Policy: Strategically Allocate Resources

Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness

Procedure 1: Comprehensively review project quality, performance, and cost effectiveness.

To provide both project-specific outcome information and CoC-wide contributions, each CoC-funded renewal program will be evaluated based on data entered into HMIS, and formally through the HUD Annual Performance Report (APR) outcomes documented in the APR submitted to HUD. The following performance measures have been identified as reasonable standards for the local jurisdiction:

Permanent Housing

- a. At least 50 percent of adults leaving the program have the same or more income at exit.
- b. At least 25 percent of adults leaving the program have employment income at program exit.
- c. The percentage of formerly homeless individuals who remain housed in HUD permanent housing projects for at least 6 months will be at least 77 percent.

Transitional Housing

- a. At least 50 percent of adults leaving the program have the same or more income at exit.
- b. At least 25 percent of adults leaving the program have employment income at program exit.
- c. The percentage of homeless persons who have moved from HUD transitional housing into permanent housing will be at least 65 percent.

Supportive Services Only

- a. At least 25 percent of participants leaving the program exit to permanent housing destinations.

Reduce the number of exited adult participants coming from homelessness from returning to homelessness. The reduction will be based on the percentage of exited adults that returned to homelessness, as measured by homeless clients returning to the program for assistance.

Procedure 2: Review Transitional Housing Projects for Reallocation

Recent research shows that transitional housing is generally more expensive and achieves similar or worse outcomes than other housing models serving similar populations. HUD recognizes that transitional housing may be an effective tool for addressing certain needs. If

the Transitional Housing project does not meet following needs as ascertained by the NOFA, the project should be strongly considered for reallocation to rapid re-housing or another model:

1. Housing for underage homeless youth experiencing homeless
2. Safety for persons fleeing domestic violence
3. Assisting with recovery from addiction

Procedure 3: Reallocate Supportive Services Only (SSO) Projects, excluding SSO for Coordinated Entry/Assessment

While SSO projects not for Coordinated Entry/Assessment are still allowed in the Continuum of Care competition and are competitive so as long as they demonstrate low-barrier, Housing First principles, HUD guidance in the FY2016 is steering toward creating SSO Projects for Coordinated Entry/Assessment. In order to support Strategic Reallocation of Resources policy for the Continuum of Care, SSO projects not for Coordinated Entry/Assessment must be reviewed thoroughly to meet threshold criteria.

San Luis Obispo Continuum of Care Policies and Procedures 2016

Introduction

The Continuum of Care in San Luis Obispo County covers seven incorporated cities and the unincorporated areas countywide. The County of San Luis Obispo (the “County”) is the Collaborative Application (Lead Agency/Recipient) in submitting the collaborative CoC application annually. The CoC currently receives just under \$1 million for homeless services including permanent and transitional housing for homeless individuals and families.

The County, as the Collaborative Applicant, submits the annual CoC application to the U.S. Department of Housing and Urban Development (HUD). The application process is competitive annually. HUD releases a Notice of Funding Availability describing the application process. The County then releases a Request for Proposals inviting applications from non-profit agencies. The Homeless Services Oversight Council (“HSOC”) reviews the applications from proposed subrecipients and makes a funding recommendation to the County Board of Supervisors, which provides the final authorization to submit the CoC application to HUD.

HSOC

The HSOC is a 27 person CoC governing body made up of homeless assistance providers, a public housing agency, affordable housing developers, domestic violence providers, law enforcement, social service and mental health agencies, all of the cities and the County, a faith-based organization, a hospital, a veteran, and a homeless/formerly homeless individual. The HSOC holds meetings every other month, and has several subcommittees/working groups that meet monthly. The HSOC makes funding recommendations for homeless grant programs and it follows adopted by-laws.

Coordination and Implementation of the Housing and Services System

(i) Outreach, engagement, and assessment

The County Health Agency has a homeless outreach coordinator and Full Service Partnership Team that tries to meet homeless in places not meant for human habitation. Engagement and Assessment is also carried out by the Emergency Solutions Grant and Continuum of Care subrecipient agencies.

(ii) Shelter, housing, and supportive services

The CoC includes two main overnight shelters (in San Luis Obispo and Atascadero), and a day homeless shelter in San Luis Obispo. Additionally, a day services center is being planned in the south county region. There are also at least 32 permanent supportive housing beds, medically fragile temporary beds, and transitional housing beds. While the CoC program does not fund emergency shelter activities, it funds supportive services and housing activities that coordinate with shelter activities.

(iii) **Prevention strategies**

The CoC has several prevention strategies. For example, the HOME and ESG programs have financial assistance for deposits and rental assistance to prevent households from becoming homeless. The ESG program also provides funds for supportive services (i.e. housing stability case management) in addition to the financial assistance piece.

Project Selection and Priority Placement Process

The County generally uses the HUD rating criteria when evaluating and prioritizing project applications locally. Some local criteria are also considered when rating and ranking each project application.

The Homeless Services Oversight Council (HSOC), the CoC governing body, reviews and ranks each project application annually, and makes a funding recommendation to the Department of Planning and Building staff. Staff then takes this recommendation to the Board of Supervisors for review and approval of the ranking.

Homeless Management Information System (HMIS)

Participation in the local HMIS program is a requirement to receiving CoC and Emergency Solutions Grant (ESG) funds. The County of San Luis Obispo is the HMIS lead agency, and staffs the HMIS Administrator in the Department of Planning and Building. All participating agencies must comply with the Countywide HMIS Policies and Procedures Manual.

Written Standards for Administering Assistance

Evaluating Individuals' and Families' Eligibility for Assistance

The first step in any CoC program activity is to determine client eligibility. To be eligible for CoC assistance, all households must meet the definition of homeless or at-risk of homelessness posted in the federal register on December 5, 2011 (see definitions below) and in the Continuum of Care Program regulations. For determining eligibility under homeless status, 576.500 (b) must be followed. For determining eligibility under at risk of homelessness status, 576.500 (c) must be followed. See the general processes below.

For determining eligibility for homeless assistance, third party documentation is preferred. If third party documentation of homeless status is not available, then intake worker observation is the second preferable method for determining eligibility for assistance for homeless status. If neither third party documentation nor intake worker observation is possible, certification from the person seeking assistance is the last resort for determining homeless status. Records contained in an HMIS or comparable database used by victim service providers are acceptable evidence of third-party documentation and intake worker

observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of the entry and the change made.

For determining eligibility for persons at risk of becoming homeless, evidence must be provided that 1) the participant meets the criteria of at risk of homelessness including documentation for determining annual income, 2) the program participants certification on a form that the participant has insufficient financial resources and support networks (i.e family, friends, faith based networks, etc.), and 3) reliable evidence to show the program participant does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place not meant for human habitation. Reliable evidence in order of preference includes 1) source documents (i.e. unemployment compensation statement, notice of termination from employment, health care bill showing arrears, etc.), 2) a written statement by the relevant third party such as the former employer or relative (only if source documents are not available), or 3) a written statement by intake staff describing the efforts taken to obtain the evidence.

Once it is determined that the client meets the homeless or at-risk definition, the income criteria, and housing status criteria based on the regulations, it is important to then assess which CoC program is the most appropriate program for that individual or household (Permanent Supportive Housing, Transitional Housing, or Supportive Services Only).

Ineligibility

For each individual and family determined ineligible to receive CoC assistance, the record must include documentation of the reason for that determination.

Determining and Prioritizing which Eligible Individuals and Families will Receive Transitional Housing

When a permanent, supportive housing bed becomes available in a CoC funded permanent, supportive housing program, the CoC subrecipient must use the *Orders of Priority* set forth in Notice CPD-14-012 published by the U.S. Department of Housing and Urban Development (HUD) when determining whom to place in the available unit. All subrecipient agencies must use the common intake and assessment form (when available) as developed by CoC participating agencies when determining priority for assistance. Also, an individual or family's ability to sustain housing should not be a threshold requirement. All CoC funded transitional housing beds are currently limited to households without children, so no families will be served in CoC funded transitional housing beds.

Only persons who are literally homeless per the federal definition will be eligible for CoC transitional housing assistance. Non-profit subrecipients providing this assistance must document that the household is homeless and maintain this documentation for 5 years after expenditure of all funds from the grant under which the participant was served. No financial assistance may be provided to a household for a purpose and time period supported by another public source.

Determining and Prioritizing which Eligible Individuals and Families will Receive Rapid Re-Housing Assistance

There are currently no CoC funded Rapid Re-Housing programs.

If such a program is developed using CoC funds, all subrecipient agencies must use the common intake and assessment form (when available) as developed by the CoC participating agencies when determining priority for assistance. An individual or family's ability to sustain housing should not be a threshold requirement.

Only persons who are literally homeless per the federal definition will be eligible for CoC rapid re-housing assistance. Non-profit subrecipients providing this assistance must document that the household is homeless and maintain this documentation for 5 years after expenditure of all funds from the grant under which the participant was served. No financial assistance may be provided to a household for a purpose and time period supported by another public source.

Standards for Determining what Percentage or Amount of Rent Each Program Participant Must Pay while Receiving Rapid Re-Housing Assistance

There are currently no CoC funded Rapid Re-Housing programs.

If future CoC funds are used for Rapid Re-Housing programs, each program participant on whose behalf rental assistance payments are made must pay a contribution toward rent. Additional criteria will be developed if a Rapid Re-Housing program is developed using CoC funds.

Subrecipients must examine a program participant's income initially, and at least annually thereafter. Additionally, a resident may request an interim reexamination of income if there is a change in the family composition (i.e. birth of a child) or a decrease in the resident's income during the year. Adjustments to a program participant's contribution toward the rental payment must be made as changes in income are identified.

Determining and Prioritizing which Eligible Individuals and Families will Receive Permanent Supportive Housing Assistance

All subrecipient agencies must use the common intake and assessment form (when available) as developed by CoC participating agencies when determining priority for assistance. An individual or family's ability to sustain housing should not be a threshold requirement. However, all beds should be prioritized for chronically homeless individuals and families first.

The only persons who may be served by any permanent supportive housing projects are:
1. Those who come from the streets, emergency shelters, safe havens, institutions, or transitional housing (persons coming from transitional housing must have originally come from the streets or emergency shelters)

2. Disabled individuals and families who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing.
3. Persons exiting institutions where they reside for 90 days or less and came from the streets, emergency shelter, or safe havens immediately prior to entering the institution.

Non-profit subrecipients providing this assistance must document that the household is homeless and maintain this documentation for 5 years after expenditure of all funds from the grant under which the participant was served. No financial assistance may be provided to a household for a purpose and time period supported by another public source.

There is currently only one CoC funded unit (with 3 beds) for a family and one CoC funded unit for a couple. The remaining units are for single individuals.

Occupancy Charges

Occupancy charges may not exceed the highest of (1) 30 percent of the family's monthly adjusted income (adjustment factors include the number of people in the family, age of family members, medical expenses, and child care expenses; (2) 10 percent of the family's monthly income. Furthermore, income of program participants must be calculated in accordance with 24 CFR 5.609 and 24 CFR 5.611(a).

Program Fees

Subrecipients may not charge a program participant a program fee.

Match

All eligible funding costs, except leasing, must be matched with no less than 25 percent cash or in-kind match by the CoC. The match must be provided on a grant-by-grant basis.

Program Income

Rents and occupancy charges collected from program participants are program income. The rents and occupancy charges collected from residents of transitional housing may be reserved, in whole or in part, to assist the residents from whom they are collected to move to permanent housing.

Occupancy Agreements and Leases

Subrecipients must have signed occupancy agreements or leases (or subleases) with program participants residing in housing.

Confidentiality

- (1) All records containing protected identifying information of any individual or family who applies for and/or receives Continuum of Care assistance will be kept secure and confidential.
 - a. Secure means the files are locked and access is limited only to personnel or staff working with the clients.
- (2) The address or location of any family violence project assisted with Continuum of Care funds will not be made public, except with written authorization of the person responsible for the operation of the project; and
- (3) The address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the recipient or subrecipient and consistent with State and local laws regarding privacy and obligations of confidentiality;

Records Retention

All records pertaining to CoC funds must be retained for at least 5 years from the date of expenditure of all funds from the grant.

Performance Targets

At least annually, the CoC (the Homeless Services Oversight Council) will review both the CoC and ESG funded Homeless Management Information System (HMIS) data to monitor outcomes of subrecipients. This review will occur during the application and review process for these grants, and rating criteria will incorporate performance related criteria when recommending which programs should be funded and/or ranked higher than others. Further information about the ESG funded programs is nested in the County's Annual Action Plan.

Program Type

Permanent Housing

- a. At least 54 percent of adults maintain or increase their income from sources other than employment in an operating year.
- b. The percentage of formerly homeless individuals who remain housed in HUD permanent housing projects or exited to permanent housing will be at least 80 percent.
- c. At least 56 percent of adult participants have mainstream benefits in the last operating year.

Transitional Housing

- a. At least 54 percent of adults maintain or increase their income from sources other than employment in an operating year.
- b. At least 20 percent of adults have employment income in an operating year.
- c. At least 80 percent of homeless persons that exited from transitional housing left to permanent housing.

- d. At least 56 percent of adult participants have mainstream benefits in the last operating year.

Supportive Services Only

- a. At least 25 percent of participants leaving the program exit to permanent housing destinations.
- b. At least 56 percent of adult participants have mainstream benefits in the last operating year.
- c. At least 20 percent of adults have employment income in an operating year.
- d. Reduce the number of exited adult participants coming from homelessness from returning to homelessness. The reduction will be based on the percentage of exited adults that returned to homelessness, as measured by homeless clients returning to the program for assistance.

Action against Poor Performers

CoC and ESG projects will be reviewed at least annually to determine whether the project is meeting the goals and/or performance measures set up during the application. The HSOC and the County as the Collaborative Applicant/Subrecipient will monitor subrecipients annually, review Annual Progress Reports, and discuss ways that the CoC can assist subrecipient agencies in improving performance.

Centralized/Coordinated Assessment

“Coordinated assessment...paves the way for more efficient homeless assistance systems by:

- 1) Helping people move through the system faster (by reducing the amount of time people spend moving from program to program before finding the right match);
- 2) Reducing new entries into homelessness (by consistently offering prevention and diversion resources upfront, reducing the number of people entering the system unnecessarily); and
- 3) Improving data collection and quality and providing accurate information on what kind of assistance consumers need.”

(Source: <http://www.endhomelessness.org/library/entry/coordinated-assessment-toolkit>, December 23, 2013)

It asks the question, “What housing and service assistance strategy is best for each household of the several services available?”

All subrecipient agencies must use the CoC approved coordinated intake and assessment tools.

Other Requirements

Coordination with Local Homeless Education Coordinators and Liaisons

Each CoC funded subrecipient shall ensure that when a homeless family with school aged children is placed into housing funded by the McKinney-Vento Continuum of Care program, that family will receive written materials on the children's educational rights under the McKinney-Vento Act. When distributing such materials, subrecipients should only use those produced by local educational agencies, federal agencies, or national, state or local nonprofits with recognized expertise in the education provisions of the McKinney-Vento Homeless Assistance Act. Additionally, the subrecipients shall make a good faith effort to coordinate with the County Office of Education to obtain services that may be available under the McKinney-Vento Homeless Assistance Act or other resources intended to assist homeless, school-aged children.

Timeliness Standard

Draw down of funds must occur at least once per quarter after eligible activities commence.

Environmental Review and Agreement

Subrecipients may not incur or obligate costs until environmental review has been completed and an agreement is in place between the County and the Subrecipient.

Affirmatively Furthering Fair Housing

Subrecipients must maintain copies of their marketing, outreach, and other materials used to inform eligible persons of the program to document compliance with the requirements in 24 CFR 578.93(c).

Monitoring of Subrecipients

Subrecipients will be monitored annually as required by 24 CFR 578.23.

Fair Housing and Equal Opportunity.

See 24 CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.

Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity.

See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02

Resolution of Outstanding Civil Rights Matters.

See Section III.C.2.d. of the General Section.

Delinquent Federal Debts.

See Section III.C.2.g. of the General Section.

Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)."

See Section III.C.5.c. of the General Section.

Economic Opportunities for Low- and Very Low-income Persons (Section 3).

See Section III.C.5.d. of the General Section.

Real Property Acquisition and Relocation.

See Section III.C.5.h. of the General Section.

Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct.

See Section III.C.5.i. of the General Section.

Prohibition Against Lobbying Activities.

See Section III.C.5.j. of the General Section.

Participation in HUD-Sponsored Program Evaluation.

See Section III.C.5.l. of the General Section.

Drug-Free Workplace.

See Section III.C.5.p. of the General Section.

Safeguarding Resident/Client Files.

See Section III.C.5.r. of the General Section.

Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended.

See Section III.C.5.t. of the General Section.

Compliance with Fair Housing and Civil Rights.

See Section III.C.5. a. and III.C.5.b. of the General Section.

Lead-Based Paint Requirements.

For housing constructed before 1978 (with certain statutory and regulatory exceptions), you must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025.

Policies and Procedures

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Governing Regulations and Standards

The HMIS program is designed to comply with the requirements of the CoC Program Interim Rule at 24 CFR 578 (for CoC programs), the HMIS Data Standards

published in 2014, which allow for the collection and standardization for collection of client and project-level data, and the most current HMIS Privacy and Security Notice.

1. OVERVIEW

This document provides the framework for the ongoing operations of the San Luis Obispo County Homeless Management Information System here after referred to as “HMIS” and “SLO County-HMIS.” The United States Department of Housing and Urban Development (HUD) requires all grantees and subrecipients receiving Emergency Solutions Grant (ESG) and Continuum of Care (CoC) funds participate in HMIS, with the exception of domestic violence women’s shelters (DV providers). These DV providers must enter client data into a comparable HMIS database.

While CoC’s cannot require non-funded providers to participate in the HMIS, SLO County CoC works closely with non-funded agencies to articulate the benefits of the HMIS and to strongly encourage their participation in order to achieve a comprehensive and accurate understanding of homelessness countywide.

The HMIS and its operating policies and procedures are structured to comply with the most recently released HUD Data and Technical Standards for HMIS. Recognizing that the Health Insurance Portability and Accountability Act (HIPAA) and other Federal, State and local laws may further regulate agencies, the San Luis Obispo County HMIS may negotiate its procedures and/or execute appropriate business agreements with Partner Agencies so they are in compliance with applicable laws.

Roles and Responsibilities

The CoC governing body, the Homeless Services Oversight Council (HSOC), will periodically review HMIS data. Its roles and responsibilities are further outlined in the HSOC by-laws. The County (the HMIS Lead Agency) is responsible for administering the HMIS program, training/monitoring users, and ensuring compliance with regulatory requirements (see “2. Purpose”).

Purpose

The purpose provides the mission, goals, and benefits of the HMIS.

Governing Principles

Governing Principles establish the values that are the basis for all policy statements and subsequent decisions.

Operating Procedures

Operating Procedures will provide specific policies and steps necessary to inform, instruct, and educate users of the HMIS system.

Obligations and Agreements

It is the obligation of each agency to read, understand, and adhere to the policies, procedures, and conditions set forth in this document, all participants in the HMIS agree to follow the policies and procedures set forth by HUD in the current HMIS data and Technical Standards.

2. Purpose

Long-term Mission

The long-term Mission of HMIS is to enhance service delivery and data collection capabilities by sharing information. Accurate information will put the County of San Luis Obispo in a better position to request funding from various sources and help plan better for future needs.

HMIS is designed to be an integrated network of homeless and other service providers that use a central database to collect, track and report uniform information on client needs and services. This system will not only meet Federal requirements but also enhance service planning and delivery.

Fundamental goal

The fundamental goal is to document the demographics of homelessness in San Luis Obispo County according to the HUD HMIS directive. Data that is gathered via intake interviews and program participation will be used to complete HUD Annual and Quarterly Progress Reports. HUD required data may also be analyzed to provide unduplicated counts and anonymous aggregate data to policy makers, service providers, advocates, and consumer representatives.

Potential benefits

Potential benefits for homeless men, women, children and case managers include: improved service coordination by sharing information among agencies who are serving the same clients.

Potential benefits for agencies and program managers come as aggregated information is used to develop a more complete understanding of clients' needs and outcomes, and then used to advocate for additional resources, complete grant applications, conduct evaluations of program services, and report to funding agencies such as HUD.

Potential benefits for county-wide data collection and policy makers lie in the County's participation in HMIS providing the capacity to generate HUD Annual and Quarterly Reports for agencies and allowing access to aggregate information both at the local and county level that will assist in the completion of other service reports used to inform policy makers aimed at addressing and ending homelessness at local, state and federal levels.

3. GOVERNING PRINCIPLES

Described below are the overall governing principles upon which all decisions pertaining to HMIS are based.

Participants are expected to read, understand, and adhere to the spirit of these principles, even when the Policies and Procedures do not provide specific direction.

Confidentiality

The protection of clients' rights and privileges is crucial to the successful operation of HMIS. These policies and procedures will ensure clients' privacy without impacting the delivery of services.

Policies regarding client data are founded on the premise that a client owns his/her personal information. Policies are in place to protect client, agency, and the County of San Luis Obispo's interests. Collection, access and disclosure of client data through HMIS will only be permitted by the procedures set forth in this document.

Data Integrity

Client data is a valuable and sensitive asset of HMIS. These policies will ensure integrity and protection of this asset from accidental or intentional unauthorized modification, destruction or disclosure.

System Availability

The availability of a centralized data repository is necessary to achieve an aggregation of unduplicated homeless statistics. The County of San Luis Obispo will strive for the broadest deployment and availability of the HMIS System.

Compliance

Violation of the policies and procedures set forth in this document will have serious consequences. Any deliberate or unintentional action resulting in a breach of confidentiality or loss of data integrity may result in the withdrawal of system access for the offending entity.

4. ROLES and RESPONSIBILITIES

The County of San Luis Obispo

- HMIS direction and guidance
- Approval of HMIS policy forms and documentation
- Agency participation and feedback
- HMIS Funding
- Release of aggregate data
- Authorizing agent for Partner Agency User Agreements
- Resolution of breaches in security cases
- Compliance with HMIS Policies & Procedures

HMIS Manager

- Liaison to HUD for HMIS
- Represent the Project in negotiations with vendor concerning contracts and money.
- Evaluate potential Partner Agencies for appropriateness
- Compliance with HMIS Policies & Procedures

HMIS System Administrator

- Creation of Project forms and documents

- Monitoring end user licenses
- Point of contact with software vender
- User administration
- Add, edit and remove user rights
- Manage concurrent licenses
- Training curriculum development
- Ensure documentation of training
- Provide confidentiality training
- Provide initial software training for HMIS Agency Administrators and Users Outreach to provide user support
- Provide helpdesk support
- Monitor data quality and adherence to HUD Standards Application Customization
- Aggregate data reporting and extraction per agency needs.
- Assist Partner Agencies with agency-specific data collection and reporting Needs
- Hold Partner Agency User Agreements
- Compliance with HMIS Policies & Procedures .
- Maintain a file of all signed Partner Agency Agreements & Termination documents

Partner Agency

HMIS Agency Administrator (subrecipient agency)

- Designator of Partner Agency HMIS system users and Authorizing Agent for user ID requests
- Train new HMIS users within the Partner Agency
- Monitor compliance with confidentiality, security, and policies and procedures.
- Liaison with the HMIS System Administrator for issues or concerns with the HMIS system
- Monitor and facilitate resolutions to missing or incorrect data entered by users in the Partner Agency
- Compliance with HMIS Policies & ProceduresDesignator of Partner Agency Technical support
- Monitor Agency compliance with Policies & Procedures
- Hold executed Client Informed Consent forms
- Manage User licenses
- Detect and respond violations of the Policies and Procedures

HMIS Agency Security and Confidentiality Officer

- Trains users to the standards of security and confidentiality
Monitors its agency and users regularly.

- Compliance with HMIS Policies & Procedures

HMIS Agency Technical Support

- Monitor security of staff workstations
- Maintain their agency's internet connectivity
- Load virus protection and spyware detecting software on all computers that access HMIS and make sure it is run at least once a week
- Compliance with HMIS Policies & Procedures

Partner Agency User

- Attend and participate in HMIS training provided by the County of San Luis Obispo
- Safeguard client privacy through compliance with confidentiality policies
- Collect data as specified in end user training and as directed in compliance with the policies and procedures.
- Enter data within 14 days of collection
- Run data integrity reports, run down discrepancies and make corrections
- Compliance with HMIS Policies & Procedures

5. OPERATING PROCEDURES

HMIS Participation

The HMIS Manager shall determine if an agency's participation in the HMIS is appropriate and if there are adequate user licenses available, an invitation will be issued and if the agency is agreeable a meeting will be set up with the HMIS System Administrator to create a plan for optimal data entry with the least negative impact on personnel and resources. Optimally current procedures will be evaluated and modified to utilize the HMIS system to streamline efforts and improve client service. The HMIS System Administrator will create the necessary customizations in the system, setup a training schedule and perform a security assessment. Agencies participating in the SLO County- HMIS shall commit to abide by the governing principles of HMIS and adhere to the terms and conditions set forth in this document.

Minimum Participation Standards

HMIS partner agencies and users must collect and enter all of the prescribed data elements set forth in the August 2014 HMIS Data Standards (and revised thereafter) both universal and project specific to the agencies project for all clients receiving services. Additionally, all participating agencies are also responsible to ensure that optional data elements agreed upon by the HMIS steering committee are collected and entered into the HMIS system.

Connectivity and Computer Requirements

Participating Agencies must have Internet connectivity for each workstation accessing the HMIS. Specific requirements for browser type and configurations must be available and adhered to for the operation of the HMIS system. To optimize performance, all agencies are encouraged to secure a high speed Internet connection.

Site Security

Assessment

All participating agencies must provide, install, and maintain virus protection software that scans documents on open and provide for daily updates. All participating agencies must also have active up to date firewall protection on either the workstations or on the network that the workstations receive their internet connection through.

Prior to allowing access to the HMIS system, the Partner Agency's HMIS Agency Administrator and or the agencies HMIS Technical Support person, will meet with the HMIS System Administrator or representative to review and assess the security measures in place and determine a plan if more security is needed. Compliance documentation is necessary before any access to the HMIS system will be allowed. .

This review shall in no way reduce the responsibility for agency information security, which is the full and complete responsibility of the Partner Agency, its Program Administrator, and Technical Support personnel.

Workstation

Prior to requesting user access for any staff member, the HMIS Agency Technical Support person and or the HMIS Agency Administrator will need to assess the operational security of the user's workspace by confirming that each workstation has:

- Anti-spyware software and virus protection properly installed
- A full-system scan has been performed within the last week
- Each workstation has and uses a hardware or software firewall.
- Each workstation is positioned to insure that no other person, except the one person operating the computer, can view the screen
- The workstation is in a secure location
- Each workstation is set up to allow the user to lock the computer if they need to step away, and to automatically lock when not in use for a specific time.

Training

All users accessing HMIS must first complete training and pass a proficiency test. Users must read, understand, and sign the Partner Agency End User Agreement. All users will be held accountable to that agreement. Training for privacy and security measures will occur annually, and all participating agencies and users must attend the training. HMIS Agency Administrators are expected to monitor confidentiality and security on a regular basis.

Users must also read and understand the HMIS Data Standards published in August 2014 (and revised thereafter). HMIS Agency Administrators and initial users will be trained by the HMIS System Administrator. New users will be trained by the HMIS Agency Administrator.

Users will be trained in the operation of the HMIS system (how to access the system, how to enter data, how to run reports), and on Confidentiality policies and procedures. Agency or project specific training is the responsibility of the agency.

Quiz

At the end of the training, the user will be given a quiz on proficiency of how to enter the data for the kind of client and project as well as on confidentiality. The user must pass with 100% accuracy before being given access to the system.

Follow-up

The County of San Luis Obispo will provide remote or on-site follow-up training at each participating Partner Agency as needed. Before a Partner Agency “goes live,” the HMIS System Administrator will provide remote assistance and make on-site visits as needed to ensure that the Partner Agency becomes proficient in the use of HMIS.

The County of San Luis Obispo will provide regular training for HMIS Agency Administrators, and users as needed.

User Accounts & Passwords

Access Rights

Access to the HMIS system will only be approved for those staff members that require access to perform their job duties. The user's access rights will be determined by the Partner Agency Program Administrator and or the HMIS Agency Administrator in collaboration with the HMIS System Administrator.

Password and User ID Assignment

Upon successful completion of training and signing the Partner Agency End User Agreement, the user will be assigned a unique ID and password to access the rights specific to that user within that agency. A user shall not allow anyone else use of their assigned unique user ID. A user shall never use an ID that is not assigned to them nor shall passwords be shared and or communicated in any format, to do so is considered a breach of security and will have severe consequences.

Changing Passwords

When the user logs onto the system for the first time they will be prompted to change their password to a password only they know. Passwords must consist of at least 8 characters, a combination of at least one upper case letter, at least one lower case letter, and at least one special character,

Passwords must be changed every 90 days. If they are not changed within that time period, they will expire and the user will be locked out of the system. Three consecutive unsuccessful attempts to login will disable the User ID until the HMIS System Administrator reactivates the account [These standards are required by the software and HUD Data and Technical Standards].

In the event a user's password has expired, or the user forgets his or her password the user or the HMIS Agency Administrator may contact the HMIS System Administrator who will reset the Agency End User's password.

Changing Users' Rights

As a user's needs change the rights assigned to that user within the HMIS system need to change as well. It is important that the HMIS Agency Administrator notify the HMIS System Administrator of these changes as soon as possible so that rights can be added and removed as is appropriate.

Deactivating Accounts

It is important that a user's account be deactivated in the system when he or she leaves the agency or otherwise becomes inactive. It is a breach of security to have unused user accounts active. The HMIS Agency Administrator should, in a timely manner, alert the HMIS System Administrator that the user should no longer be active in the system.

Access may be immediately rescinded when any HMIS user is suspected of breaching the Partner Agency User Agreement, violating the Policies & Procedures, or breaching confidentiality or security. Access will remain blocked while an investigation by the County of San Luis Obispo and the partner agency is conducted. If the user is found to have breached or violated the above, and the Partner Agency does not otherwise permanently inactivate the user from the system (termination of employment, reassignment of duties) the County of San Luis Obispo has the right to permanently inactivate the account thereby denying access to the system for that user.

Collection and Entry of Client Data

Each Partner Agency will develop policies, procedures, and confidentiality rules for collecting HMIS data in accordance with HUD's most recent Final Data and Technical Standards and their own agency's needs. Client Data will be gathered according to these policies, procedures and confidentiality rules.

Client Authorization

Client Data may only be entered into the HMIS with client's authorization to do so. Client Data will only be shared with Partner Agencies if the Client consents, has signed the Client Informed Consent & Release of Information Authorization, and the signed Informed Consent & Release of Information Authorization is available on record.

The HMIS System allows for selective sharing as well as selected sharing of specific groups of data. All Universal and Program Data Elements from the

HUD HMIS Data and Technical Standards current Final Draft should be collected, subject to client's consent.

Data Integrity

Client Data will be entered into the HMIS system within two weeks of client data intake. All Client Data entered into the HMIS system will be kept as accurate and as current as possible.

Hardcopy or electronic files will continue to be maintained according to individual program requirements, and according to the HUD HMIS Data and Technical Standards current Final Draft.

Partner Agencies are responsible for the accuracy, integrity, and security of all data input by said Agency.

Note: Refer to Bell Data Systems Inc. User Manual and/or Training Materials for specific data entry and data integrity guidelines.

Entry, Annual, Update and Exit Data

Client program entry and exit dates shall be recorded for all program participants. Entry dates should record the first day of services or program entry with a new program entry date for each period/episode of services. Exit dates should record the last day of residence in a program's housing before the participant leaves the shelter/housing or the last day a services was provided in a program.

Annual data for each program participant must be collected and entered into the system within thirty days prior or thirty days after the program entry anniversary date. Updates must be collected and entered at the designated interval mandated by the project's funding requirements. Updates may also be entered at any interval or milestone the agency has in their own procedures.

Data Quality Monitoring

The purpose of data quality monitoring is to provide a tool for all agencies and their users to find and resolve errors, missing data, timeliness issues, and need for retraining. The secondary purpose of the data quality monitoring is to correct these issues in a timely manner so that reporting for funding sources, including HUD, will be accurate, complete, and timely.

The HMIS System Administrator will perform regular data integrity checks on the HMIS data, which will include the following steps:

- Run and distribute monthly Data Quality reports that check for missing or incongruent data and timeliness of entry for each agency and cooperative project. Run data checking queries to monitor new agencies or users to catch errors and need for additional training.
- Notify HMIS Agency Administrator of findings and timelines for correction;
- Re-run reports for errant agencies/programs, as requested. Follow up with HMIS Agency Administrators if necessary;
- Notify HMIS Agency Manager and/or Agency Executive Director if HMIS Agency Administrator is not responsive to required corrective actions;
- Notify the CoC chair and HMIS Manager regarding any uncorrected data quality issues.

Release and Disclosure of Client Data

Sharing of Data

Client-Specific Data

Client specific data from the HMIS system may be shared with partner agencies with both the clients' and agency's authorization. Other non-HMIS inter-agency agreements do not cover the sharing of HMIS data. The agency's authorization to share data with partner agencies shall be submitted to the County at least annually on a County provided form.

Sharing of client data may be limited by project specific confidentiality rules. No client-specific data will be released or shared outside of the HMIS partner agencies unless the client gives specific written permission or unless withholding that information would be illegal.

Note that services may NOT be denied if client refuses to sign Release of Information or declines to state any information. Depending on the limitation the client invokes the user will enter the information and lock the pages not released by the client, limit the release within the system to the agencies allowed by the client, enter no releases to other agencies, or not enter any information into the HMIS system.

If a project has a client who refuses to allow their data to be entered into the HMIS system, the HMIS Agency Administrator must notify the HMIS Manager and the HMIS System Administrator so that they can correctly report the number of clients being served in a specific project that are not in the HMIS system. The HMIS Agency Administrator must also notify the HMIS Manager

and the HMIS System Administrator when that client is no longer being served by that project.

Clients' Rights to Data

Upon written request, clients shall be given a printout of all data specifically relating to them, within 14 working days (or 14 working days after the data has been entered if the data has not been entered at the time the request is made.) A client may also request in writing a report of data sharing events, including dates, agencies, persons, and other details pertaining to their client specific data within 14 working days (or 14 working days after the data has been entered if the data has not been entered at the time the request is made.)

Aggregate Data

Aggregate data that does not contain any client specific identifying elements may be shared with internal and external agents without specific permission. This policy will be made clear to clients as part of the Informed Consent procedure.

Agency Responsibility

Each Agency is responsible for its own internal compliance with HUD HMIS Data and Technical Standards, including the designation of a HMIS Security and Confidentiality Officer that monitors its agency and users regularly.

Technical Support

Support Requests include issue reporting, requests for enhancements (features), or other general technical support. Agency Administrators and users shall submit support requests to the HMIS System Administrator. The County of San Luis Obispo will only provide support for issues specific to the HMIS software and systems.

Request for Support

The following is the preferred procedure when a user requires technical support:

The user should evaluate the immediacy of the issue. If the user needs immediate resolution of the issue because the issue is hindering the user from being able to enter the data into the system, the user should try to

contact their HMIS Agency Administrator. If that person is not available, the user should attempt to contact the HMIS the System Administrator. If the HMIS System Administrator cannot be reached then the user may contact Bell Data Systems help desk. Bell Data Systems is located on the East Coast and therefore not available to contact after 2:00 PM, but is available as early as 5:00 AM. (depending on Daylight Savings time).

Most common emergent issues are a forgotten password, a password that is not working, or being locked out from too many failed attempts to log in.

Bell Data Systems will not issue new user accounts or change user rights without prior authorization from the HMIS System Administrator.

If the issue is not immediate or is a suggestion, the user should discuss the issue with the HMIS Agency Administrator for appropriateness before submitting it. The user or the HMIS Agency Administrator may email the HMIS System Administrator specifying the severity of the issue and its impact on their work, specific steps to reproduce the issue, and any other documentation that might facilitate the resolution of the issue (screen shots can be very helpful). The user should also provide contact information and best times to be reached.

Changes to the System

The HMIS System Administrator will evaluate the request and respond accordingly. Agency-specific customizations will be evaluated for their impact on the other agencies usability of the system and the system as a whole.

If the HMIS System Administrator determines that the cause of the reported issue is outside the scope of control of the HMIS software and systems the issue may be returned to the user or a meeting with the agency's HMIS Technical Support may be necessary.

The HMIS System Administrator may consolidate such requests from multiple Partner Agencies, if appropriate, and strive to resolve issues in priority order according to their severity and impact.

In cases where issue resolution may be achieved by the end user or other Partner Agency personnel, the HMIS System Administrator will provide instructions via email (or phone) to Partner Agency.

All necessary customization will be done by the HMIS System Administrator.

Participation Termination

Agency Termination

The Partner Agency shall inform the HMIS Manager, and the HMIS System Administrator in writing of their intention to terminate an HMIS participation agreement. The HMIS System Administrator will then inactivate all users from that agency at the appropriate time.

In the unlikely event that a Partner Agency is found to be in violation of the terms of the HMIS, the Partner Agency and the County of San Luis Obispo will work to resolve the conflict(s). If the County of San Luis Obispo is unable to resolve the conflict(s), the Partner Agency will be notified in writing of the intention to terminate that Partner Agencies participation in the HMIS. The System Administrator will then inactivate all users from that agency.

All Partner Agency-specific information contained in the HMIS system will remain in the HMIS system. The agency will be responsible for any cost of obtaining hard copy or digital copy of HMIS information.

User Termination

If there is a suspected breach in security, especially client confidentiality, the County of San Luis Obispo reserves the right to suspend the user's account or the entire agency's user's accounts, if the problem is agency wide, until the County of San Luis Obispo is convinced that the client information is secure

CHANGES TO THE POLICIES AND PROCEDURES DOCUMENT

Revisions

The County of San Luis Obispo will guide the compilation and amendment to this and other documents.

Distribution

A copy of the revised Policies and Procedures document will be distributed to the partner agencies. Partner Agencies will be asked to sign a receipt acknowledging they have received the revised Policies and Procedures. It is the agencies responsibility to make sure everyone participating in the HMIS has access to a copy of the document, reads it, understands it, and agrees to comply with it. If anyone participating in the HMIS has issue with any revision, they may contact the County of San Luis Obispo and voice their concern. They must, however, comply with the revisions or stop using the system until the issue is resolved.

Funding

The San Luis Obispo County's current HUD grant for HMIS provides support for an HMIS System. Therefore, it is committed to provide services to HUD funded programs in San Luis Obispo County. The current HUD grant for HMIS provides for a limited number of user licenses. While it may not be possible to meet every agency's full requirements for licenses within the HUD grant, the County of San Luis Obispo will endeavor to ensure that every agency participating will have their minimum requirements met from the HUD grant. The County of San Luis Obispo will decide funding responsibilities for additional licenses as the needs arise.

Agencies applying for new grants should incorporate licensing fees into their budgets.

HUD HMIS Data and Technical Standards

This document should, at a minimum, reflect the baseline requirements listed in the most current HMIS Data and Technical Standards Final Notice. Users of HMIS are required to read and comply with the current HMIS Data and Technical Standards. Failure to comply with these standards carries the same consequences, as does failure to comply with these Policies and Procedures.

In any instance where these Policies and Procedures are not consistent with the current HMIS Standards from HUD, the HUD Standards take precedence. Should any inconsistencies be identified, notice should be made to the County of San Luis Obispo.

For agencies or programs where HIPAA applies, HIPAA requirements take precedence over both the HUD HMIS Data Requirements and these policies and procedures.

6. GLOSSARY OF TERMS

Bell Data: The HMIS vendor that is currently used by San Luis Obispo County.

Client: Any person who is, has been, or will be entered into HMIS.

CoC: Continuum of Care

End User or User: Any person given access to the database for entering or updating data.

HIPAA: Health Insurance Portability and Accountability Act

HMIS: Homeless Management Information System

HSOC: Homeless Services Oversight Council

HUD: U.S. Department of Housing and Urban Development

EXHIBIT A:

County of San Luis Obispo Homeless Management Information System AGENCY PARTICIPATION AGREEMENT

AGENCY NAME: _____

For purpose of this agreement, the participating Homeless Service Provider will be referred to as "Participating Agency," the consumer of services as the "Client," and the County of San Luis Obispo Homeless Management Information System as "SLO County-HMIS" or "HMIS." Bell Data is a web-based client information system used to record and track homeless client information. It will be used for tracking client service patterns, sharing of information on services provided to homeless clients, and systems planning.

I. HMIS Use and Data Entry

A. The Participating Agency shall follow, comply with, and enforce the HMIS Policies and Procedures. Additionally, Client Consent forms shall be used and may be modified as needed for the purpose of smooth and efficient operation,

1. All Participating Agency users of the SLO County-HMIS are required to have had training by the HMIS or its Agency Administrator in using the HMIS database before they will be allowed to use it. Users must demonstrate proficiency in that use before being given permission to use the HMIS system.
2. The Participating Agency shall only enter individuals in the HMIS database that exist as Clients in the Participating Agency's jurisdiction. The Participating Agency shall not misrepresent its Client base in the HMIS by entering known, inaccurate information.
3. The Participating Agency shall use Client information in the HMIS database, as provided to the Participating Agency, to assist the Participating Agency in providing adequate and appropriate services to the Client.
4. The Participating Agency shall consistently enter information into the HMIS database and will strive for real-time, or close to real-time (data entry within 14 days of client services) data entry.

B. The Participating Agency will not alter information in the HMIS database entered by another Participating Agency with known, inaccurate information.

C. The Participating Agency shall not give or share assigned User ID's or passwords for the HMIS database with any other agency, business, or individual.

D. If this agreement is terminated, SLO County-HMIS will provide the Participating Agency with a copy of their client data. Copies will be in both digital and hardcopy form.

II. Training and Technical Assistance

A. SLO County-HMIS shall assure the provision of training for the necessary Participating Agency staff in the use of HMS. In addition training updates will be provided as necessary and reasonable for staff and for changes in the software. Agencies may train new staff or ask for training from SLO County-HMIS.

B. SLO County-HMIS will be available for continuing technical support as related to the HMIS system within budgetary constraints.

C. SLO County-HMIS will maintain the contract with Bell Data to operate and maintain the network servers, software, data lines, and any other network or communication devices at the host site which is necessary for the proper function of the HMIS system. Each Participating Agency shall provide and maintain its own connection to the internet.

III. Confidentiality

A. The Participating Agency shall uphold all applicable federal and state confidentiality regulations and laws that protect Client records and the Participating Agency shall only release client records with written Consent for Release of Information by the client or when required by law.

1. The Participating Agency shall provide a verbal explanation of the HMIS database and the terms of the Consent for Release of Information forms and shall arrange for a qualified interpreter in the event that an individual is not literate in English or has difficulty understanding the consent form.

2 The Participating Agency shall not solicit or input information from Clients into the HMIS database unless it is essential to provide services or conduct evaluation or research.

3 The Participating Agency shall ensure that all staff, volunteers, and other persons issued a HMIS User ID and password receive client confidentiality training.

B. The Participating Agency may receive access to Client Data entered by other Participating Agencies. All Participating Agencies are bound by restrictions placed upon the data by the client of any other Participating Agency.

C. The Participating Agency shall keep signed copies of the Consent for Release of Information form for HMIS for a period of at least three years. If a Client withdraws Consent for Release of Information, the Participating Agency remains responsible to ensure that Client's information is unavailable to all other Partner Participating Agencies.

D. This agreement does not require or imply that services must be contingent upon a Client's participation in the HMIS database. Services should be provided to Clients regardless of HMIS participation provided the Clients would otherwise be eligible for the services.

IV. Use of Data

A. The Participating Agency may make aggregate data available to other entities for funding or planning purposes pertaining to providing services to homeless persons. However, such aggregate data shall not directly identify individual Clients.

B. If this agreement is terminated, the SLO County HMIS and remaining Participating Agencies shall maintain their right to the use of all Client data previously entered by the terminating Participating Agency; this use is subject to any restrictions requested by the Client.

C. SLO County-HMIS will use only unidentified, aggregate HMIS data for homeless policy and planning decisions, in preparing federal, state, or local applications for homelessness funding, to demonstrate the need for and effectiveness of programs, and to obtain a system-wide view of program utilization in the state.

V. Terms and Conditions

A. The SLO County-HMIS shall not be liable to any member Participating Agency for any cessation, delay, or interruption of services, nor for any malfunction of hardware, software, or equipment to the extent that any such event is beyond the reasonable control of the HMIS.

B. This agreement shall be in-force until revoked in writing by either party provided funding is available.

VI. Participating Agencies

The Participating Agency agrees to share the demographic data they enter into the HMIS system with the listed agencies unless the client specifically refuses to give consent for such sharing to one or all the listed agencies.

Participating Agencies

1. CAPSLO
2. ECHO
3. Transitions Mental Health Association
4. The Link
5. Five Cities/Good Samaritan
6. Department of Social Services

AGENCY _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIPCODE _____

NAME OF SIGNATORY _____ TITLE _____

SIGNATURE DATE

EXHIBIT B:

San Luis Obispo County HMIS User Agreement

Agency Name: _____

User Name: _____

The County of San Luis Obispo recognizes the privacy of client needs in the design and management of the San Luis Obispo County HMIS. These needs include both the need continually to improve the quality of homeless and housing services with the goal of eliminating homelessness in San Luis Obispo County, and the need vigilantly to maintain client confidentiality, treating the personal data of our most vulnerable populations with respect and care.

As the guardians entrusted with this personal data, San Luis Obispo County HMIS users have a moral and a legal obligation to ensure that the data they collect is being collected, accessed and used appropriately. It is also the responsibility of each user to ensure that client data is only used to the ends to which it was collected, ends that have been made explicit to clients and are consistent with the mission of the County of San Luis Obispo to assist families and individuals in the County to resolve their housing crisis. Proper user training, adherence to the San Luis Obispo County HMIS Policies and Procedures Manual, and a clear understanding of client confidentiality are vital to achieving these goals.

Relevant points regarding client confidentiality include:

- A client consent form must be signed by each client whose data is to be entered into the San Luis Obispo County HMIS
- Client consent may be revoked by that client at any time through a written notice
- No client may be denied services for failure to provide consent for HMIS data collection
- Clients have a right to inspect, copy and request changes in their HMIS records
- San Luis Obispo County HMIS Users may not share client data with individuals or agencies that have not entered into an HMIS Agency Agreement with the County without obtaining written permission from that client
- San Luis Obispo County HMIS Users may not share client data with any Connecting Agency that is not specified in their agency's HMIS Agency Agreement without obtaining written permission from the client
- San Luis Obispo County HMIS Users will maintain HMIS data in such a way as to protect against revealing the identity of clients to unauthorized agencies, individuals or entities
- Any San Luis Obispo County HMIS User found to be in violation of the San Luis Obispo County HMIS Policies and Procedures, or the points of client confidentiality in this User Agreement, may be denied access to the San Luis Obispo County HMIS
- While accessing the HMIS system all San Luis Obispo County HMIS users must position their screen so that no other person can see the screen (not even another authorized user)
- San Luis Obispo County HMIS users will lock their workstation if they must step away from it and log out of the HMIS system if they must leave the work area.

I affirm the following:

- 1) I have received training in how to use the San Luis Obispo County HMIS and have proven competency in using the program
- 2) I have read and will abide by all policies and procedures in the San Luis Obispo County HMIS Policies and Procedures Manual

- 3) I will maintain the confidentiality of client data in the San Luis Obispo County HMIS as outlined above and in the San Luis Obispo County HMIS Policies and Procedures Manual
- 4) I will only collect, enter and extract data in the San Luis Obispo County HMIS relevant to the delivery of services to people in housing crisis in San Luis Obispo County
- 5) I understand that my username and password are for my use only and must not be shared with anyone. I must take all reasonable means to keep my password physically secure.
- 6) I understand that if I notice or suspect a security breach within the HMIS, I must immediately notify my HMIS Agency Administrator and HMIS System Administrator.
- 7) If I am logged into the HMIS system I will make sure my screen is not visible to any other person and if I must leave the work area where the computer is located; I must log-off of the HMIS software before leaving the work area. Failure to do so may result in a breach in client confidentiality and system security.

I agree to maintain strict confidentiality of information obtained through the County HMIS. This information will be used only for the legitimate client service and administration of the above named agency. Any breach of confidentiality will result in immediate termination of participation in HMIS. The specifics of this agreement do not preclude additional agency rules and regulations.

I understand and agree to comply with all the statements listed above.

User Signature

Date

EXHIBIT C:

CLIENT NOTICE AND CONSENT FOR RELEASE

[Insert Agency Name]

THIS CLIENT NOTICE AND CONSENT FOR RELEASE FORM DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. IF YOU HAVE ANY QUESTIONS OR DESIRE ANY FURTHER INFORMATION REGARDING THIS FORM PLEASE CONTACT _____ AT _____.

I, _____ (**insert client's name**), understand and acknowledge that _____ (the "Agency") is affiliated with the County of San Luis Obispo ("County"), and I consent to and authorize the collection of data and information and preparation of records pertaining to the services provided to me by the Agency and the release of such data and all records maintained by the Agency to the County and agencies affiliated with the County, provided such agency is a party to The San Luis Obispo County Homeless Management Information System ("HMIS") agency agreement with the County under which the Agency has specifically agreed to share information with such agency. The data, information and records gathered and prepared by the Agency and the County will be included in the HMIS database and shall be utilized by the County and its affiliated agencies, including Agency, to: (a) provide individual case management; (b) produce reports regarding utilization of services; (c) track individual program outcomes; (d) provide accountability for individuals and entities that provide funds for use in providing services in the County of San Luis Obispo area; (e) identify unfilled service needs and plan for the provision of new services; (f) allocate resources among agencies engaged in the provision of services in and around San Luis Obispo County; and (g) be used for all other purposes deemed appropriate by the County. I understand and acknowledge that my data and information may be aggregated with the data and information of other individuals served by the Agency and other County agencies for the purposes described above. I understand and acknowledge that that data, information and records pertaining to the services provided to me by the Agency will only be disclosed to agencies, individuals and entities other than the County and its affiliated agencies with my written authorization.

_____ (**please initial**) I understand and acknowledge that the data pertaining to the services provided to me by the Agency and the records maintained by the Agency may include medical/health information and other information the privacy of which may be protected by federal and or California law and expressly consent to the release of such information.

_____ (**please initial**) I understand and acknowledge that I have the right to (a) inspect, copy, and request amendment of all records maintained by the Agency related to the provision of services to me and to receive a paper copy of this form; (b) request restriction of how my data, information and records are utilized and disclosed but that the Agency is not required to agree to such requested restrictions; (c) request that the Agency communicate with me about my services in a manner designed to promote confidential communications; and (d) complain to the Agency or the County by providing written notice of the alleged violation if I believe my privacy rights have been violated and that I will not be retaliated against for filing such a complaint.

_____ (**please initial**) I understand and acknowledge that I have the right to opt out of having my data, information and records disclosed to the County and other County affiliated agencies by providing written notice to the Agency and that I am entitled to services regardless of my decision. I further understand and acknowledge that I may revoke this consent at any time by providing written notice to the Agency. However, I understand and acknowledge that regardless of my decision to opt out or revoke consent, my data may be disclosed to the County and included in the HMIS database in an aggregated and deidentified form for purposes of making future resource allocation decisions.

_____ (**please initial**) I understand and acknowledge that the Agency is required to abide by the terms of this notice but that the Agency reserves the right to change the terms of this notice and to make such revised or changed notice effective for information already held by the Agency as well as information received in the future.

Signature:_____

Date:_____

Chapter 4: ESTABLISHING PREFERENCES AND MAINTAINING THE INTEREST LIST

[24 CFR Part 5, Subpart D, F; 24 CFR 982.54(d)(1); 24 CFR 982.204 to 982.207]

INTRODUCTION

It is HASLO's objective to ensure that families are placed in the proper order on the interest list and selected from the interest list for admissions in accordance with the policies in this Administrative Plan.

This chapter explains the preferences that HASLO has adopted to meet local housing needs, defines the eligibility criteria for the preferences and explains HASLO's system of applying them.

By maintaining an accurate interest list, HASLO will be able to perform the activities, which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

4.A. LOTTERY POOL & INTEREST LIST

HUD requires HASLO to maintain a single wait list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate wait list for each county or municipality served.

HASLO Policy

HASLO will maintain separate wait lists for the different programs in the HCV program. The lottery system will be used for the Section 8 Housing Choice Voucher Program. Separate wait lists will be used for the Section 8 Housing Choice Voucher Project-Based Assistance (located at these properties: Madonna Road Apartments, Oak Park I, Chet Dotter Apartments, and Courtland Street Apartments, South Street Apartments, Oak Park 2 Apartments and any other projects awarded project-based vouchers through the procedures outlined in Chapter 22).

HUD requires that any applicants must be offered the opportunity to be placed on the wait list for any public housing, project-based voucher or moderate rehabilitation program HASLO operates if:

1. the other programs' wait lists are open, and
2. the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged wait list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV wait list, or any preferences for which the family may qualify.

HASLO Policy

HASLO will not merge the HCV wait list or lottery with the wait list for any other program HASLO operates.

HASLO uses a lottery and multiple interest lists for admission to its Section 8 Housing Choice Voucher program:

- Section 8 Tenant-Based Rental Assistance Interest List, created by random selection from a lottery pool. Applicants will be listed by local preference and then by lottery ranking number.
- Section 8 Tenant-Based Rental Assistance – local preferences program with referrals by approved agencies, sorted by date and time of application.
- Section 8 Project-Based Rental Assistance programs may elect to have their own waiting list. Applicants will be listed by date and time of application. PBV Projects with individual interest lists are: Madonna Road Apartments, Chet Dotter Apartments, Oak Park I, Courtland Street Apartments, South Street Apartments, Oak Park 2 Apartments and any other projects awarded project-based vouchers through the process outlined in Chapter 22.

Except for Special Admissions, applicants will be selected from the HASLO interest list in accordance with policies and preferences and- income targeting requirements defined in this Administrative Plan.

In cases where two “regular” interest lists overlap due to the opening of the lottery pool, the existing interest list will be exhausted prior to applicants being drawn from any new list.

If HUD awards funding that is targeted for families with specific characteristics or families living in specific units, HASLO will use the assistance for those families.

HASLO utilizes a lottery pool for admissions to the Interest List for the Section 8 Tenant-Based Rental Assistance Program. The lottery pool will be opened every one to two years, depending on funding availability. When HASLO opens the Section 8 lottery process, HASLO will issue public notice that individuals or families may apply for the Housing Choice Voucher program. HASLO will issue the public notice by publication in local newspapers of general circulation, minority media and on its website. The notice will comply with the Equal Opportunity plan and with HUD Fair Housing Requirements.

After the lottery pool period closes, HASLO will conduct a random drawing from the lottery pool. HASLO will determine the number of applicants drawn based on anticipated need for the next 12 months. Applicants will be notified by mail of their acceptance or not into the lottery pool.

At the end of the drawing, the Section 8 lottery pool is purged and families who have not been selected are notified in writing that they are eligible to apply for the lottery pool next year.

The order of admission from the lottery pool will be based on local preference and then by random drawing or other random choice technique (lottery).

The lottery pool will contain the following information for each applicant:

- Applicant Name, Date of Birth, and Social Security Number (last 4 digits)
- Applicant's physical, mailing, email address, and phone number(s).
- Date and time of application
- Number of family members in the household
- Gross annual household income
- Racial or ethnic designation of the household
- Disabled household status
- Veteran status
- Other targeted program qualifications or local preferences

4.B. SPECIAL ADMISSIONS [24 CFR 982.54(d)(3), 982.203]

If HUD awards a HASLO program funding that is targeted for specifically named families, HASLO will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular interest list process. They do not have to qualify for any preferences, nor are they required to be on the program interest list. HASLO maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- A family displaced because of demolition or disposition of a public or Indian housing project;
- A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
- For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990;
- A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and
- A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

Applicants, who are admitted under Special Admissions, rather than from the interest list, are identified by specific program codes in the computer system.

4.C. INTEREST LIST PREFERENCES [24 CFR 982.207]

A preference does not guarantee admission to the program. Preferences, and then random lottery selection are used to establish the order of placement on the interest list. Every applicant must meet HASLO's eligibility criteria as defined in this policy.

Families who reach the top of the interest list will be contacted by HASLO to verify their preference and, if verified, HASLO will complete a full application. Applicants must complete the application and continue through the application processing and may not retain their place on the interest list if they refuse to complete their processing when contacted by HASLO.

An applicant will not be granted any preference if any member of the family has been **evicted** from federally assisted housing in the last **five (5) years**. [24 CFR 982.552(c)(1)(ii)]

An applicant will not be granted any preference if any member of the family has been **evicted** from housing assisted under a 1937 Housing Act program during the past **three (3) years** from the date of eviction because of drug-related criminal activity. [24 CFR 982.553(a)(i)]

HASLO will grant an exception to such a family if:

- The responsible member has successfully completed a rehabilitation program.
- The evicted person clearly did not participate in or know about the drug-related activity.
- The evicted person no longer participates in any drug related criminal activity.

4.D. LOCAL PREFERENCES

HASLO employs the following system of local preferences in administering its interest list. The local preferences consist of:

- 1) Involuntarily Displaced
- 2) Veterans
- 3) Targeted Funding
- 4) Local Preference

HASLO will weigh each local preference equally. This is, an applicant that meets the federal definition of any or all of the local preferences will receive an equal priority.

1. Involuntarily Displacement (Includes Victims of Domestic Violence)

Involuntarily displaced applicants are not living in housing that is decent, safe, or sanitary, permanent or replacement housing (or) adequate for the family size, and the family has vacated, or will be involuntarily displaced within no more than thirty (30) days from the date of preference status certification because of the following:

- A natural disaster that has caused the unit to be uninhabitable.

- Demolition or disposition of their residence as a result of Federal, state or local government action related to code enforcement.
- Residing in a multifamily rental housing project when the U.S. Department of Housing and Urban Development (HUD) sells, forecloses upon, or demolishes the project.
- Residing in a project covered by a profit-based Section 8 Housing Assistance Payment (HAP) contract at, or near the end of, the HAP contract term (Opt-Outs).
- Providing information on criminal activities to a law enforcement agency and, after a threat assessment and to avoid reprisals, the law enforcement agency recommends housing the family to reduce risk of violence to the family. HASLO will take reasonable precautions to assist the law enforcement agency in concealing the new location of the family in cases of witness protection.
- Displacement by non-suitability of the unit when a member of the family has mobility or other impairments that make the person unable to use a kitchen, sleeping area, full bathroom, the entry and egress of the unit and building.
- Being the victim of one or more hate crimes and vacating the home because of the crime or the fear of such a crime. A hate crime is actual or threatened, physical violence or intimidation that is directed against a person on his property and is based upon the person's race, color, religion, sex, national origin, disability, familial status, or sexual orientation, and is of a continuing nature.

Any admission mandated by court order related to desegregation or Fair Housing and Equal Opportunity will take precedence over the Preference System. Other admissions required by court order will also take precedence over the Preference System. If permitted by the court order, HASLO may offer the family a housing voucher.

2. Veteran preference

Honorably Discharged Veteran, Family of a Veteran, or Serviceperson.

- (a) Any citizen of the United States who was released from active military duty under honorable conditions.
- (b) A family that was headed by a Veteran, who is now deceased, is a "Family of a Veteran," provided the spouse has not remarried.
- (c) A family headed by an active-duty serviceperson is a "Family of a Serviceperson".
"Active Serviceperson" shall mean an individual currently serving in a branch of the military forces, including a reservist or National Guardsman, to the United States of America and who has served at least 182 consecutive days.

3. Targeted Funding [24 CFR 982.204(e)]

HASLO uses some vouchers to assist families within specified categories, i.e. targeted funding. In order to assist families within a targeted funding category, HASLO may skip families that do not

qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in this Administrative Plan.

HASLO Policy

HASLO administers the following types of targeted funding:

1. Veterans Affairs Supportive Housing (VASH)
2. Madonna Road Apartments - project-based vouchers with services
3. Chet Dotter Apartments- project-based vouchers with services
4. Oak Park I - project-based vouchers with services
5. Courtland Street Apartments- project-based vouchers with services
6. South Street Apartments- project-based vouchers
7. Oak Park 2 Apartments- project-based vouchers with services
8. Other properties as may be selected for project-based vouchers through the selection procedures as outlined in Chapter 21.

Housing Choice Voucher participants in these targeted funding programs must comply with the same family obligations as all HCV (Section 8) participants.

The number of vouchers may vary depending upon ACC re-configurations due to changes in family composition requiring different bedroom sizes. The HASLO local preference will be applied to those individuals who qualify pursuant to the definition of homeless (see glossary).

In accordance with PIH Notice 2013-15, the following targeted funding, local preferences are administered by HASLO. The targeted funding is offered after a Memorandum of Understanding (MOU) has been established between the local services' agency and HASLO. Targeted Funding Agencies are approved by the Board of Commissioners and may change from time-to-time, based on the needs of the homeless in the local community, the availability of other grant and fund programs to assist with those housing needs and the capacity for the service agency to provide case management services.

Commitment of these vouchers shall be contingent upon available funding and an adequate supply of available vouchers (may not exceed HASLO's authorized baseline for the HCV program). Families referred by these targeted funding program agencies must meet HASLO's eligibility requirements for the HCV program in order to receive assistance. Families referred for assistance will be required to complete an application for the HCV program. Eligible families will be placed on the HCV waiting list in date order and given a unique identification number that will allow HASLO to track each family's progression through the program. When HASLO's waiting list is closed, HASLO may continue to accept referrals from these approved targeted funding programs until the vouchers reserved for the calendar year have been utilized.

An applicant will not be granted a local preference if any member of the family has been evicted from housing assisted under a 1937 Housing Act Program during the past three years. If an applicant makes a false statement in order to qualify for a local preference, HASLO will deny the family admission to the program. A family who has been denied assistance or terminated

from the program due to a program violation may not apply for preference status for a period of three years from the date of denial or termination.

HCVs not utilized in a calendar year will not carry forward to the next calendar year.

1) Transitions Mental Health Association - 50Now Program

Transitions Mental Health Association was awarded a contract by the SLO County Board of Supervisors for three years to work with the 50 most vulnerable chronically homeless families in San Luis Obispo County. The goal is to identify chronic, vulnerable homeless individuals throughout the county and work with them to provide housing initially and then services such as drug and alcohol and mental health treatment.

In order to meet the housing needs of their clients, HASLO will provide a maximum of 50 vouchers to participants under case management through the 50Now program for this specific special need.

2) Access Support Network (Formerly AIDS Support Network) (ASN)

The Access Support Network (ASN) is the sole community based, non-profit organization in SLO County that provides supportive services to residents living with HIV disease and AIDS, their families and their friends. The program has expanded to offer support for community members living with Hepatitis C.

In order to meet the housing needs of their clients, HASLO will provide a maximum of 10 vouchers, at any given time, to participants under case management by ASN for this specific special need. The vouchers are allocated to residents living at the units owned and managed by ASN in San Luis Obispo.

3) Transitions Mental Health Association (T-MHA)

Transitions-Mental Health Association (T-MHA) is a nonprofit organization dedicated to eliminating stigma and inspiring hope, growth, recovery and wellness for people with mental illness. They operate 30 programs at over 35 locations in San Luis Obispo and North Santa Barbara counties. The emphasis of their innovative services is to teach vital independent living skills and help build a framework for community re-entry through personal empowerment and hands on experience. For over 30 years, T-MHA has been dedicated to providing work, housing, case management and life-skills support to teens and adults with mental illness while offering support, resources and education.

In order to meet the special needs of the clients of T-MHA, HASLO will provide a maximum of twenty (20) vouchers, at any given time, to participants under case management by T-MHA for this specific special need.

4) 5 Cities Homeless Coalition (5CHC)

The 5Cities Homeless Coalition (5CHC) is working to strengthen the south San Luis Obispo County community by mobilizing resources, support, and hope for the homeless and those facing poverty.

In order to meet the special needs of the homeless in the South County, HASLO will provide a maximum of 12 vouchers, at any given time, to participants under case management by 5CHC for this specific special need.

5) Community Action Partnership of San Luis Obispo County (CAPSLO)

Community Action Partnership of San Luis Obispo County (CAPSLO) is a non-profit agency that focuses on helping people and changing lives. The agency is committed to eliminating poverty by empowering individuals and families to achieve economic self-sufficiency and self-determination through a comprehensive array of community-based programs.

In order to meet the special needs of the homeless served by CAPSLO, HASLO will provide a maximum of 24 vouchers, at any given time, to participants under case management by CAPSLO for this specific special need.

6) El Camino Homeless Organization (ECHO)

El Camino Homeless Organization (ECHO) provides meal, shelter and support services to the homeless and hungry of northern San Luis Obispo County.

In order to meet the special needs of the homeless in the North County, HASLO will provide a maximum of 12 vouchers, at any given time, to participants under case management by ECHO for this specific special need.

7) RISE (previously known as North County Women's Shelter & Resource Center & SARP)

RISE is a non-profit organization that provides crisis intervention and treatment services to survivors of sexual and intimate partner violence and their loved ones. All services are provided confidentially, at low or no cost, to anyone regardless of age, ethnicity, gender, sexual orientation, religion, or ability. All crisis services are available in Spanish and English.

In order to meet the special needs of the clients of RISE in the North County, HASLO will provide a maximum of four (4) vouchers, at any given time, to participants under case management by RISE for this specific special need.

8) San Luis Obispo Women's Shelter Program (WSP)

The Women's Shelter Program (WSP) is committed to recognizing and responding to the community's need for comprehensive multicultural domestic violence and child abuse services. WSP understands that domestic violence and child abuse, in their fullest scope,

impact primary victims, family members, society, and future generations. With this in mind, it is their goal to stop the cycle of violence by providing crisis intervention, emergency shelter, advocacy, treatment, prevention and education.

In order to meet the special needs of the clients of WSP in the Central and Southern areas of the County, HASLO will provide a maximum of four (4) vouchers, at any given time, to participants under case management by WSP for this specific special need.

9) Low Income Public Housing (PH)

Public Housing tenants currently residing in HASLO's jurisdiction whose unit size HASLO has determined to have been inappropriate for the size and composition of the family for at least 90 days and who has not been offered a transfer to another unit due to unit unavailability. In order to meet the occupancy standards for these families, HASLO will provide a voucher as an alternative to waiting on the transfer list.

4. Local Preference

HASLO has adopted the following as a secondary local preference:

Residency preference:

A family is considered a "resident" of the County of San Luis Obispo if they live and/or work in San Luis Obispo County only at the time of admission. The family must submit documentation that provides:

- a. A current address of residency (i.e. lease, utility bill in applicant's name).
- b. Verification of employment in San Luis Obispo County; or
- c. Sign a release to permit to HASLO to verify the address and employment.

4.E. FACTORS OTHER THAN LOCAL PREFERENCES THAT AFFECT SELECTION OF APPLICANTS

Treatment of Single Applicants:

All families with children, applicants of no more than two persons who are elderly (age 62 or older), displaced, homeless or a person with disabilities will be given a selection priority over all "Other Single" applicants regardless of their preference status.

"Other Singles" denotes a one-person household in which the individual member is neither elderly, disabled, homeless, or displaced by government action. Such applicants will be placed on the interest list in accordance with their preferences, but cannot be selected for assistance before any *one or two person* elderly, disabled or displaced family regardless of local preferences.

4.F. INCOME TARGETING

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year HASLO will reserve a minimum of seventy-five percent (75%) of its Section 8 new admissions for families whose income does not exceed 30 percent of the area median income. HUD refers to these families as “extremely low-income families.” HASLO will admit families who qualify under the Extremely Low-Income limit to meet the income-targeting requirement, regardless of preference, or the lottery pool ranking.

The remainder of new admissions to the tenant-based Section 8 program will have incomes at or below 80% of the area median family income, in accordance with HUD guidelines which generally limit admission to families with incomes at or below 50% of the area median.

HASLO’s income targeting requirement does not apply to low income families continuously assisted as provided for under the 1937 Housing Act.

4.G. PREFERENCE AND INCOME TARGETING ELIGIBILITY [24 CFR 5.410]

Cross-Listing of Different Housing Programs and Section 8 [24 CFR 982.205(a)]

HASLO utilizes a system of cross-listing for public housing and Section 8 applicants:

- (i) If the PHA's waiting list for tenant-based assistance is open when an applicant is placed on the waiting list for the PHA's Public Housing program, project-based voucher program or moderate rehabilitation program, the PHA must offer to place the applicant on its waiting list for tenant-based assistance.
- (ii) If the PHA's waiting list for its Public Housing program, project-based voucher program (PBV) is open when an applicant is placed on the waiting list for its tenant-based program, and if the other program includes units suitable for the applicant, the PHA must offer to place the applicant on its waiting list for the other program.

Other Housing Assistance [24 CFR 982.205(b)]

Other housing assistance means a Federal, State or local housing subsidy, as determined by HUD, including public housing.

HASLO may not take any of the following actions because an applicant has applied for, received, or refused other housing: [24 CFR 982.205(b)]

- Refuse to list the applicant on HASLO interest list for tenant-based assistance;
- Deny any admission preference for which the applicant is currently qualified;
- Change the applicant’s place on the interest list based on preference, lottery number, or other factors affecting selection under HASLO selection policy; or
- Remove the applicant from the interest list.

4.H. ORDER OF SELECTION [24 CFR 982.207(e)]

HASLO's method for selecting applicants from a preference category leaves a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the administrative plan.

HASLO system of preferences may select families based on local preferences according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the wait list or through the lottery pool to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the wait list or next in the lottery pool [24 CFR 982.204(d) and (e)].

HASLO Policy

Families will be selected from the wait list or the lottery pool based on the targeted funding or selection preference(s) for which they qualify, and in accordance with HASLO's hierarchy of preferences, if applicable.

Within each targeted funding or preference category, families will be randomly selected from the lottery pool. Families with a preference of 1 will be placed in the lottery pool over all other applicants.

Within each targeted funding or preference category, families will be selected from the wait list on a first-come, first-served basis according to the date and time their complete application is received by HASLO. Documentation will be maintained by HASLO as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the wait list is not qualified or not interested in targeted funding, there will be a notation maintained so that HASLO does not have to ask higher placed families each time targeted selections are made.

4.I. FINAL VERIFICATION OF PREFERENCES [24 CFR 5.415]

Preference information on applications will be updated as applicants are selected from the interest list or if HASLO feels the family's circumstances have changed. At that time, HASLO will obtain necessary verifications of preference at the interview and by third party verification.

If an applicant or Service Agency (on behalf of the applicant) falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the interest list.

Applicants will not be allowed to self-certify their preference points.

4.J. REMOVAL FROM INTEREST LIST AND PURGING [24 CFR 982.204(c)]

Applicants are notified with confirmation of HASLO's receipt of their application that they are responsible for notifying HASLO within 10 calendar days, if they have a change of address.

The interest list will be purged periodically by e-mail or by US Postal Service to all applicants to ensure that the interest list is current and accurate. The mailing will ask for confirmation of continued interest.

Any mailings to the applicant which require a response will state that failure to respond within 14 calendar days will result in the applicant's name being removed from the interest list.

If a letter is returned by the US Postal Service without a forwarding address, the applicant will be removed without further notice and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If the applicant is removed from the interest list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply within the prescribed period. HASLO will reinstate the applicant in the family's former position on the interest list.

If an applicant is removed from the interest list for failure to respond they will not be entitled to reinstatement unless the Director of Housing Management or the Executive Director determines there were circumstances beyond the person's control. The following exception, if determined to exist, will be acceptable to warrant reinstatement: medical reasons - including confinement to a hospital with proper verification from a physician or the medical facility.

Performance Measurement Module (Sys PM)

Summary Report for CA-614 - San Luis Obispo County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		947		110			46	
1.2 Persons in ES, SH, and TH		1002		123			51	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	55	3	5%	2	4%	4	7%	9	16%
Exit was from TH	20	1	5%	0	0%	1	5%	2	10%
Exit was from SH	5	0	0%	0	0%	0	0%	0	0%
Exit was from PH	5	1	20%	0	0%	0	0%	1	20%
TOTAL Returns to Homelessness	85	5	6%	2	2%	5	6%	12	14%

Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2366	1515	-851
Emergency Shelter Total	172	337	165
Safe Haven Total	0	0	0
Transitional Housing Total	72	55	-17
Total Sheltered Count	244	392	148
Unsheltered Count	2122	1123	-999

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		1124	
Emergency Shelter Total		1071	
Safe Haven Total		0	
Transitional Housing Total		58	

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		44	
Number of adults with increased earned income		2	
Percentage of adults who increased earned income		5%	

Performance Measurement Module (Sys PM)

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		44	
Number of adults with increased non-employment cash income		8	
Percentage of adults who increased non-employment cash income		18%	

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		44	
Number of adults with increased total income		10	
Percentage of adults who increased total income		23%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		30	
Number of adults who exited with increased earned income		1	
Percentage of adults who increased earned income		3%	

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		30	
Number of adults who exited with increased non-employment cash income		15	
Percentage of adults who increased non-employment cash income		50%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		30	
Number of adults who exited with increased total income		16	
Percentage of adults who increased total income		53%	

Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		917	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		148	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)		769	

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		1441	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		198	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)		1243	

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

Performance Measurement Module (Sys PM)

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		0	
Of persons above, those who exited to temporary & some institutional destinations		0	
Of the persons above, those who exited to permanent housing destinations		0	
% Successful exits			

Metric 7b.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		860	
Of the persons above, those who exited to permanent housing destinations		113	
% Successful exits		13%	

Metric 7b.2 – Change in exit to or retention of permanent housing

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		91	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		78	
% Successful exits/retention		86%	